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U.S. Marine Corps.
INSTRUCTIONS

GOVERNING

TRANSPORTATION OF TROOPS
AND SUPPLIES

FOR

UNITED STATES MARINE CORPS

REVISED 1916



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HEADQUARTERS UNITED STATES MARINE CORPS,
QUARTERMASTER'S DEPARTMENT,
Washington, August 19, 1916.

The following instructions must be observed in procuring transportation for the Marine Corps, unless there are special reasons which necessitate deviation therefrom, in which case a full report will be made to the Quartermaster. All instructions issued by this department inconsistent with the following are hereby revoked.

C. L. McCawley,
Colonel, Quartermaster.

HEADQUARTERS UNITED STATES MARINE CORPS,
Washington, August 23, 1916.

Approved:

GEORGE BARNETT,
Major General Commandant.

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CHANGES.

The number and date of all changes in the Instructions Governing Transportation of Troops and Supplies should be entered serially in the columns below.

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INSTRUCTIONS GOVERNING TRANSPORTATION FOR UNITED STATES MARINE CORPS.

Section 1.—GENERAL PROVISIONS.

1. The Quartermaster's Department is charged with furnishing the means of transportation which may be needed in the movement of troops and material of the Marine Corps. The following instructions must be observed in procuring transportation unless there are special reasons which necessitate deviation therefrom, in which case a full report shall be made immediately to the Quartermaster.

2. An officer, charged with the duty of furnishing transportation, should familiarize himself with traffic conditions out of his post or station in order that passengers and freight may be forwarded by the most economical routes. He should keep advised as to any special rates that may be permanently or temporarily in effect, such as party, colonist, or other excursion fares, and should ascertain the territory to which second-class fares are in effect from his post or station, and the lines over which tourist cars are operated. This information can be secured from the local agent of the carrier. Should additional information be desired or should any doubt arise as to the application of rates or any other point connected with transportation, advice should be sought from the Quartermaster.

3. Where water lines can be used, the rates charged by such lines are, as a rule, considerably lower than those charged by all-rail carriers, and issuing officers stationed at a post that is on, or contiguous to, a seaport should ascertain and compare the rates charged by all-rail, rail-and-water, or all-water routes, in order that the most economical route may be used.

4. Vessel owners are not liable for losses resulting from dangers of the sea, provided the owner of any vessel suffering such loss exercised due diligence to make the vessel in all respects seaworthy and properly manned, equipped, and supplied. Statutes limiting the liability of vessel owners for losses incident to navigation being for the public good, the Government is bound by them although not expressly named therein.

5. The doctrine of general average is founded on the principle that what is sacrificed for the benefit of all should be made good by the contribution of all. * * * "I am of the opinion that the Quartermaster's Department is acting entirely in accordance with the law and regulations when it decides to ship an officer's baggage by sea rather than by rail and that if, due to such shipment by sea, a general average is declared covering the property of the officer, the latter and not the Government is responsible for the payment of the contribution." (J. A. G., U. S. Army, Op. Jan. 16, 1907.)

Section 2.—TRANSPORTATION OF TROOPS.

11. Transportation will be furnished on the order of the Major General Commandant, or other person authorized to direct the transfer of troops, and also upon the direct order of the Quartermaster.

12. As reimbursement can only be made in such amounts as the Government would have paid had the transportation been officially requested, and in view of the fact that the Marine Corps is a party to various arrangements, which cover practically the entire United States, whereby certain concessions in fares are granted in exchange for transportation requests, officers and civilian clerks (entitled to receive actual traveling expenses only), and enlisted men should, whenever practicable, be furnished requests for such transportation as may be required when traveling on public duty.

13. No person connected with the Marine Corps will be furnished with a transportation request unless he is traveling on official business, except by order of the Major General Commandant, in which case the value thereof will be checked against the account of the person transported.

14. Transportation furnished upon an officer's orders to or from duty shall be indorsed upon his original orders, and a certified copy of such orders must accompany the vouchers for the expenditure. (Art. 4494, N. R. 1913.) (See par. 16.)

15. Transportation from points beyond the continental limits of the United States will be furnished on United States Government conveyance whenever practicable, and the officer or enlisted man in charge of detachments, or an enlisted man traveling alone, will be directed to report upon arrival in the United States for transportation to the ultimate destination to such representative of the Quartermaster's Department, or, in the event there being no such representative in the immediate vicinity, to the commanding officer of such marine barracks as may be nearest to the place of debarkation.

16. Officers or civilian employees ordered to travel without troops to or from foreign stations, whether via Government transport or merchant vessel, should apply to an officer of the Quartermaster's Department for the necessary transportation for the sea travel involved. Transportation so furnished will be indorsed on the officers' original orders as prescribed in paragraph 14, and will show the numbers and date of the transportation requests issued therefor. Duplicate certified copies of such orders with all endorsements thereon will be forwarded to the paymaster concerned.

17. An officer traveling on a mileage status is not entitled to transportation or drayage at public expense of any baggage which may accompany him on the journey.

18. An enlisted man upon retirement will be furnished the same class of transportation to his home as specified for his grade while in active service. A period of one year from date of retirement is fixed as the time during which transportation may be furnished to retired enlisted men, but this will not operate to prevent consideration by the Major General Commandant of meritorious cases. An enlisted man upon retirement can not select his residence in a foreign country and receive transportation and subsistence thereto.

19. When an enlisted man, who is absent on furlough or absent without leave from his station and is without funds to return thereto, reports at another station, the issuing officer at such station is authorized to furnish necessary transportation and subsistence for the return of the enlisted man to his proper station in accordance with such instructions of the Major General Commandant as may apply in such cases. The cost of the transportation and subsistence thus furnished will be a proper charge against the pay account of the enlisted man concerned, and the necessary steps will be taken to have the checkage made and a report of same furnished the Quartermaster.

20. Officers and enlisted men reporting as witnesses before a civil court should receive from the civil authorities the necessary expenses incurred in travel and attendance; neither mileage nor travel allowance will be paid in such cases by the Marine Corps. If, however, it is absolutely necessary to furnish them transportation in kind to enable them to appear, as witnesses for the Government, before a civil court of the United States, an account of such expenditure, together with the evidence that they were properly subpoenaed and did attend the court, will be forwarded to the Quartermaster for presentation to the Department of Justice. Officers providing such transportation will notify the marshal of the court that it was furnished, specifying points between which furnished, whether one way or round trip, and that it was furnished to enable the witnesses to perform the requisite journeys in obedience to the summons. Transportation requests issued under above authority will be indorsed: "Payable by Department of Justice."

21. Civilian employees performing travel under orders from competent authority will be allowed expenses as authorized by Article I 122, Naval Instructions, 1913.

22. The use of extra fare trains by officers on recruiting duty is not authorized. If for any reason such trains are used, the excess cost must be borne by the officer so traveling.

23. When an enlisted man having ten or more years' service is discharged for physical disability incurred in the line of duty, transportation of his authorized change of station allowance of baggage from his last duty station to his home in addition to other travel allowance fixed by law may be authorized by the Quartermaster. (C. I. G. T. 1)

24. Enlisted men of the Marine Corps Reserve, engaged on active duty, are entitled to the same class of transportation and sleeping car accommodations as are enlisted men of the Marine Corps of like grades. (C. I. G. T. 1)

25. Discharged enlisted men entitled to sea travel as prescribed in paragraph 10808, Manual of the Paymaster's Department, and reporting within one year from date of discharge to the representative of the Quartermaster's Department at port of embarkation, will be furnished the necessary transportation and subsistence for the sea travel involved, said transportation to be furnished, upon proper identification, on government vessels in all instances when practicable. (C. I. G. T. 1)

26. Mileage or scrip books will only be used in connection with the transportation of enlisted men, applicants for enlistment or rejected applicants, when the travel involved is between points in the Southeastern Passenger Association territory, and the cost thereof is less than the regular tariff fare. They will be procured on transportation requests, and furnished only when they are entirely used on one journey, for example, between Washington, D. C., and New Orleans, La., or Washington, D. C., to Port Royal, S. C., and return. (C. I. G. T. 1)

Section 3.—TRANSPORTATION REQUESTS.

31. Books containing transportation requests will be issued to assistant quartermasters, post quartermasters, commanding officers of posts where there are no post quartermasters, recruiting officers, and any others who may be authorized to procure transportation. Requisitions for supply of transportation requests will be made on the Quartermaster. Receipts must be given for these books showing the serial numbers of the requests contained therein.

32. An officer having in his possession transportation requests will, upon being relieved, turn over all blank requests to his successor, taking receipt in duplicate therefor which will show the blank requests turned over and their serial numbers. The original receipt will be forwarded to the Quartermaster.

33. The same care must be exercised in safeguarding transportation requests as would be given to actual cash. Should these requests, through loss or theft, get into unauthorized hands and tickets be procured thereon, the carrier would be entitled to payment, and it will be incumbent upon the officer charged with the requests to prove that every precaution was taken to prevent such loss or theft.

34. If an officer discovers that requests have been lost or stolen, the local carriers will be notified immediately, and a detailed report, giving the serial numbers of those missing and circumstances attending the loss, will be made at once to the Quartermaster.

35. A request for transportation should set forth the following information, the entries being made by the issuing officer:

On the face thereof, date and place of issue; time for which it will be valid; name of company required to furnish transportation; name of the person, or, if a party, of the person in charge and the number comprising the party; the points between which the transportation is to be furnished; the initial letter of each road or line to be used on the journey; class or character of the transportation to be furnished; and officer designated to settle the account. The transportation requested should be specifically and fully described in the spaces provided therefor in the block at the right of the request, and, if the travel is by commercial steamer, the request should further show whether meals, or meals and berth are included.

36. If for any reason the number of men in a detachment is found to be less than that shown on the request, or transportation varying from that called for is furnished, the person in charge will enter a notation on the reverse of the request showing the actual transportation furnished, which should be signed by him; in such cases the receipt on the face of the request will have added thereto the words "except as stated on the back hereof." If while traveling, members of a detachment for any reason fail to complete the journey, that fact and the place from which they absented themselves should be reported to the conductor of the train

with request that proper notation be made on the ticket. A report of the circumstances should be forwarded to the Quartermaster immediately upon completion of the journey. The transportation furnished must not, in any case, be in excess of that called for on the face of the request, unless the difference is collected from the traveler. In no case will a receipt be given for transportation of more persons than the request calls for.

37. *Transportation requests will in all cases show the status of persons traveling, which will be stated on the two blank lines at the left of the certificate of receipt thereon, and will conform to the following: "Applicants for enlistment", "Rejected applicants for enlistment", "Stragglers", "Deserters", "G. C. M. prisoners", "Reporting from furlough", etc. The latter designation will apply to men furnished transportation through having reported without funds while on furlough. (C. I. G. T. 1)*

38. An officer issuing a transportation request must acquaint himself with the different classes of passenger rates in effect between the points of contemplated travel and the transportation requested, viz, first class, limited, party, second class, or colonist, as the case may be, should be specifically and fully described in the spaces provided therefor in the block at the right side of the request, using the blank spaces for description of service not specially indicated: *Provided*, That a request shall not be used to obtain transportation or accommodations of a class of greater value than first class limited by land or minimum first class by water. In the same manner the sleeping car or parlor car accommodations to be furnished should be described, a separate request therefor being issued. The spaces in the block not used to describe the transportation or accommodations required will be stricken out.

39. Requests for parlor car or sleeping car and other accommodations not furnished on regular tickets for transportation must be issued separately from those for rail transportation. No transfers will be called for on requests.

40. The books of transportation requests are printed with original and memorandum copies so arranged that they will register in the proper place by the use of carbon paper, and the memorandum should be filled out at the same time as the original and show all the information called for above on the original. A typewriter should be used when practicable in filling out the requests.

41. The original request will be turned over to the traveler, or person in charge of the party. The memorandum request will be detached by the issuing officer and mailed at the close of the day, together with all other memorandum requests issued during the day to the Quartermaster.

42. As the form of request approved by the Comptroller of the Treasury provides under general instructions to carriers that no service should be furnished upon any request that shows any erasure or alteration, no portion of a request above the signature of the issuing officer will be changed in any particular. If explanations are required, they will be made on the back of the request. Every person receiving a request should be cautioned not to make any change thereon.

request. Every person receiving a request should be cautioned not to make any change thereon.

43. When necessary to cancel a request because of an error in its preparation, or other cause, it should be marked "canceled" across its face and forwarded to the Quartermaster. All canceled requests will be shown on the weekly report of transportation in their numerical order.

44. When transportation to any given point and return is required, the issuing officer will issue two sets of requests, one to place of destination and the other for return transportation, except in cases where round-trip tickets can be obtained at reduced rates and made available for the journey.

45. When 10 or more persons are to go to the same place at the same time they will be sent in one party, and the request for the transportation will be indorsed to show that a party ticket is desired. When 9 or less enlisted men are to go on the same request, and the total cost to the Government for a party ticket is less than the total cost of individual fares for the number going, the request shall be drawn and receipted for a party ticket of 10. (6 Comp., 635.)

46. When delay en route is authorized for the enlisted man's own convenience, the excess cost of transportation will be charged against and collected from the enlisted man before transportation is issued. When, under authority from the Quartermaster involving stop-over privileges for enlisted men, for their own convenience, transportation is furnished via circuitous routes, or when the cost with stop-over privileges via direct routes is in excess of a limited ticket via direct routes, the excess will likewise be collected from the enlisted man before transportation is issued.

47. Where the passenger has lost the ticket issued on a transportation request no refund can be secured from the carrier, nor can a new transportation request be issued for the same journey. The loss must fall on the person to whom the ticket was furnished. (21 Comp., 784.)

48. Duplicate requests for transportation will not be issued, nor will a request be issued after the transportation service has been performed.

49. In case of transportation requests being lost by a carrier after the service has been performed, the issuing officer will advise the agent of the carrier that the auditor of said carrier should submit to the Quartermaster an affidavit showing:

(1) That request No. — was honored for passage of — between — and —.

(2) That ticket No. —, Form No. —, was furnished on this request.

(3) That the request has been lost or mislaid.

(4) That if it is afterwards found it will be surrendered to the Quartermaster, U. S. Marine Corps, and no claim made thereon.

Upon receipt of this affidavit, the Quartermaster will take the proper action relative to payment of the account involved.

50. Requests will in all cases be indorsed to show to what department the charge for the services should be billed.

The following list shows the various classes of transportation, and by whom payable:

Quartermaster's Department, Marine Corps:

- Enlisted men.
- Applicants for enlistment.
- Rejected applicants for enlistment.
- Deserters or stragglers and their guards.
- Invalid or insane marines and their attendants.
- Enlisted men placed on retirement.
- Officers traveling with troops.

Paymaster's Department, Marine Corps:

- Officers traveling without troops.
- Officers on recruiting duty.
- Civilian employees.

Bureau of Supplies and Accounts, Navy Department:

- General court-martial prisoners and their guards.
- Enlisted men of the Navy.

51. When transportation is furnished enlisted men of the Navy, they should be given a separate request, except when it is cheaper to the Government to include them with enlisted men of the Marine Corps to obtain party rates. In the latter case proper notation will be made on the weekly report of transportation forwarded to the Quartermaster showing what transportation was furnished to enlisted men of the Navy, and the appropriation chargeable with the expense. The appropriation and object of journey should be indicated on all requests issued for the transportation of enlisted men of the Navy in accordance with the following table:

Object of journey.	Appropriation.
Transfer of recruits.....	Transportation, Navigation.
Transfer of enlisted men.....	Do.
Transfer of deserters or stragglers and guards..	Do.
Transfer of patients and attendants.....	Do.
Transportation of applicants for enlistment....	Do.
Transportation of rejected applicants.....	Do.
Transportation of general court-martial prisoners and guards.	Pay, Miscellaneous, Navy.

52. Transportation requests which are on charge at a post or recruiting station will in all cases show the name of said post or station as the place of issue, regardless of the fact that the transportation furnished thereon may originate at other points. This will also apply in cases where recruiting officers temporarily relieve officers in other districts and issue transportation from books charged to them.

53. All unused railroad or steamship tickets, or portions thereof, issued in exchange for Marine Corps transportation requests will be immediately forwarded to the Quartermaster, with a statement showing why they were not used.

Section 4.—WEEKLY REPORT OF TRANSPORTATION.

61. This report must show each complete movement, including requests issued for transportation, parlor and sleeping car accommodations and state-room berths on steamships, and cash advanced for meals and transfers. When two or more requests are issued in connection with any one movement, they will be stated in numerical order. A separate line will be used for each request issued. Canceled requests will be stated in their numerical order and noted as "canceled." (See par. 43.)

62. One copy of the weekly report of transportation, Form N. M. C. 193, for the current week, covering only transportation issued which is payable by the Quartermaster's Department, will be mailed to the Quartermaster every Saturday afternoon. This report will be forwarded each week whether or not any transportation has been furnished during the week.

63. When transportation payable by other than the Quartermaster's Department has been issued, the same will be reported on a supplementary form and forwarded together with the report mentioned in the preceding paragraph. This supplementary report will embrace transportation payable both by the Paymaster's Department, Marine Corps, and the Bureau of Supplies and Accounts, Navy Department, and will be transmitted *only* when such transportation has been issued. (See par. 50.)

64. In preparing the weekly report of transportation, the instructions on the form should be strictly complied with. When reporting transportation furnished deserters, stragglers, or general court-martial prisoners, the names of such persons will be entered in the column for "Remarks." When the fare for any travel is not known, the space therefor will be left blank.

Section 5.—CERTIFICATES OF TRAVEL AND REPORTS OF CASH FOR MEALS, TRANSFERS, ETC.

71. The certificate of travel, Form N. M. C. 625 (revised), consists of four distinct parts: Certificate of travel, original and duplicate receipt for transportation and cash issued, and memorandum for traveler. This form is to be prepared and handled in accordance with the instructions thereon, and it is absolutely necessary that a copy thereof be issued in every case where a person is furnished with a request for transportation or is advanced cash for meals or transfers. When issued in connection with a request for transportation it will be mailed direct to the destination of the traveler, except in cases of rejected applicants, when it will be forwarded direct to the Quartermaster. When issued to cover advances of cash for meals and transfers where there is no transportation request involved it will be completed as indicated thereon and forwarded with the weekly report of transportation.

72. The receipts for transportation and cash and the memorandum for traveler will be prepared and handled in accordance with the instructions printed on the form.

73. As indicated thereon, Form N. M. C. 625 (revised) is to be used for reporting the actual performance of travel and as a voucher covering the expenditure of cash advanced for meals and transfers. In order that an accurate accounting may be made in each case of the transportation requests furnished and cash advanced, issuing officers will state separately each request and the actual amount of cash advanced as well as the hour of departure from the post or station. The officer to whom the traveler reports will state in his certificate the number of persons reporting, the unused cash, tickets, and requests turned in, and the time of arrival at destination. When the cash expended for meals is in excess of that allowed based on the actual time consumed in the travel the amount of such excess will be collected from the traveler and taken up in the officer's account for use in making future advances.

74. In stating the time of departure from barracks or recruiting station and arrival at post or station, same should be differentiated from the time of departure from and arrival at railroad station at starting point and destination.

75. *When transportation payable by the Navy Department is issued, a duplicate certificate of travel (Form N. M. C. 625--Revised) will be prepared and forwarded with the original in order that both certificates may be received at the same time in the office of the Quartermaster. The duplicate certificate may bear stamped or type-written signatures, but should in all respects be a true copy of the original. (C. I. G. T. 1)*

76. *Cash advanced for subsistence and transfers will constitute one fund and will be accounted for on Form N. M. C. 727. This form will be prepared in duplicate, the original to be forwarded weekly to the Quartermaster with the report of transportation, and the duplicate retained by the issuing officer for his office record. Care should be exercised in preparing the form as it will become a permanent record of both the offices of the Quartermaster, Headquarters, Marine Corps, and issuing officers at posts and stations. When no cash has been advanced or received during the week, the form will not be prepared. (C. I. G. T. 1)*

77. *Whenever cash is turned in and taken up as prescribed in paragraph 96, the report of cash (Form N. M. C. 727) will show the request number as given on certificate of travel issued in the case, date thereof, and place where issued. No other information will be shown. (C. I. G. T. 1)*

78. *The date, number, and amount of checks received from the Quartermaster's Department for use in making cash advances, will be stated as a separate item and entered on report of cash on date of receipt. "Meals", "Transfers", "Lodgings" etc., should be itemized separately, and when two or more requests are shown on a certificate of travel, the first request number only will be stated on the report of cash in connection with expenditures pertaining thereto. (C. I. G. T. 1)*

Section 6.—ROUTES AND CLASSES.

81. All officers issuing transportation will be furnished by the Quartermaster with such contract rates in which they may be interested as may be accepted for any period.

82. The Marine Corps, together with the War and Navy Departments, is a party to various arrangements whereby certain concessions in fares are made by the carriers parties thereto in exchange for an equitable distribution of travel in the territories affected. Copies of these arrangements are furnished to all concerned by the Quartermaster for their information and guidance, and in order that full benefit may be derived therefrom the rules and regulations contained therein should, as far as practicable, be complied with.

83. It is the policy of the Government to divide all business between competing lines when the service and accommodations are on a parity. Therefore, in furnishing transportation between points where no contracts or arrangements are in force, issuing officers will adhere to that principle, keeping in mind the fact that the lowest fare between any two points will be the basis for determining the proper routing.

84. In procuring transportation for parties of 10 or more, between points not covered by contract rates, arrangements, or agreements, bids will be invited from the initial lines, and will include the following items:

- (1) Fare. (Less deductions on account of land-grant or other allowance.)
- (2) Number of meals required en route.
- (3) Cost of sleeping car accommodations. (Standard or tourist.)
- (4) Routing from point of origin to destination.

85. In accepting bids for transportation, consideration should be given to the time of departure and of arrival at destination, number of meals required, and accommodations offered. The original of all bids received, with copy of letter of acceptance, will be forwarded to the Quartermaster, to be filed with the voucher submitted for the transportation charges. In territory covered by arrangements mentioned in paragraph 82, bids for the transportation of large parties only will be invited, and copies thereof will be furnished to the agents with whom the arrangements are formulated.

86. Second-class transportation, when practicable, will be furnished to enlisted men, except as otherwise provided herein, and applicants for enlistment. On transcontinental travel to and from points in California, Oregon, and Washington, mixed-class transportation will be furnished. Colonist tickets must be called for when colonist rates are in effect.

87. Enlisted men above the grade of sergeant will be furnished first-class transportation when traveling alone on public duty; when traveling with troops they will be furnished the same class of transportation as are the troops.

88. First-class transportation is honored in coaches, parlor cars, tourist or standard sleepers; second-class transportation is good only in coaches or tourist sleepers, and can not be used for travel in parlor cars or standard sleepers. The following rules should, therefore, be observed in issuing transportation where parlor or sleeping car accommodations are furnished:

(1) Where standard sleeper or parlor car requests are furnished for the entire journey, issue first-class transportation.

(2) Where standard sleeper request is furnished for a part of the journey and tourist request for the balance, issue first-class transportation, except as shown in (3).

(3) Where the travel is from points in the States of California, Oregon, or Washington, to points east of Chicago, St. Louis, Memphis, or New Orleans, and vice versa, and tourist sleeper request is furnished west of those gateways, and standard sleeper request east thereof, the request for transportation should call for "mixed class."

(4) Where tourist sleeping-car request is furnished for the entire journey, request for the transportation should call for second class.

Section 7.—SUBSISTENCE.

91. All persons connected with the Marine Corps who are entitled to subsistence at Government expense while traveling on public duty will be furnished cash at the rate of 50 cents per meal. This allowance will not be increased except in special cases and only by direction of the Quartermaster, nor will it apply on steamships where subsistence is included in the fare. In cases where enlisted men are transferred via Government transports the necessary arrangements will be made for their subsistence while on board.

92. Cash for subsistence will be furnished to assistant quartermasters, post quartermasters, commanding officers where there are no post quartermasters, recruiting officers, and any others who may be authorized to provide subsistence in connection with transportation on requisition to the Quartermaster.

93. An officer having in his possession cash for subsistence should, upon being relieved, turn over the unexpended balance remaining on hand to his successor, taking receipt in duplicate therefor, and forward the original to the Quartermaster, retaining the duplicate for his own protection.

94. The amount of cash to be advanced for subsistence will be based on the time necessary to complete the travel contemplated. In cases where long journeys are involved and delays are liable the issuing officer is authorized to furnish such additional cash for subsistence as may be deemed necessary. The traveler should, however, be informed that only the number of meals at 50 cents each based on the actual time consumed in the travel will be allowed, and any excess expenditure will be collected from him. (See par. 73.)

95. *Cancelled.* (See paragraph 76.) (C. I. G. T. 1)

96. Any unexpended cash for subsistence or transfers turned over to post quartermasters or other officers will be retained by them and taken up in their accounts for future advances, unless an officer has no advance of funds, in which case the cash received will be forwarded to the Quartermaster.

97. "Subsistence and transfers en route" include, when necessary, one meal and transfers at place of departure and at place of destination. (Compt. Dec., May 22, 1905.)

98. Breakfast is allowed when it is necessary for the person or persons to leave the barracks or station at which they are on duty at or before 6 a. m., or arriving at a marine barracks or station at or after 8 a. m.; dinner when leaving at or before 12 o'clock noon, and arriving at or after 1 p. m.; and supper when leaving at or before 5 p. m. or arriving at or after 6 p. m.

99. When detachments comprising 10 or more persons are to be furnished transportation which involves subsistence en route, arrangements should be made, if practicable, with the initial carriers to provide the necessary meals at 50 cents each, with the understanding that cash therefor will be paid by the men comprising the detachment.

100. Cash advanced for subsistence of deserters or stragglers, and guards for same, which is to be checked against the accounts of the deserters or stragglers, will be included in the statement of expenses prepared in each case for checkage.

101. The cost of subsistence en route furnished to general court-martial prisoners and their guards is a charge against the appropriation "Pay, Miscellaneous, Navy," and special care will be taken that all cash advanced for that purpose is properly accounted for on Form N. M. C. 625 (revised).

102. *Meals served in dining cars and railroad restaurants in exchange for cash will be charged for at the regular public rates. Enlisted men and others furnished cash for meals in connection with transportation should be advised accordingly and instructed to make their own arrangements with regard to the procurement of meals.* (C. I. G. T. 1)

103. *In view of the notice served by all railroad companies that no meals furnished in connection with special train movements will be less than 75 cents each, every effort should be made to provide kitchen tourist cars or install field ranges in baggage cars when the journey involved will warrant the same. (See paragraph 172.) If the journey be of short duration, involving but one or two meals, detachments should be furnished, when practicable, with cooked rations and a sufficient amount of cash to purchase hot coffee en route. Arrangements may be made with initial carriers for having the necessary amount of hot coffee in cans furnished by railroad restaurants at proper points en route. Under existing laws 50 cents per meal is the maximum amount which can be allowed as commutation of rations while in a travel status.* (C. I. G. T. 1)

104. Enlisted men in charge of detachments, and guards in charge of prisoners, if directed to return to their regular stations after having delivered the detachment or prisoners to the proper authorities, will be furnished a reasonable amount of cash by the issuing officer for lodging, while awaiting return transportation, when it is impracticable for them to be quartered at a marine barracks or at a recruiting station. If meals are furnished at a marine barracks to enlisted men arriving in charge of detachments, or guards in charge of prisoners, while awaiting return transportation to their own stations, in accordance with the above, such men will be taken up for one day's ration at the post at which they are so detained, or as long as may be required.

Section 8.—TRANSFERS.

111. Cash for transfers will be furnished to assistant quartermasters, post quartermasters, commanding officers where there are no post quartermasters, recruiting officers, and any others who may be authorized to procure transportation on requisition to the Quartermaster.

112. An officer having in his possession cash for transfers should, upon being relieved, turn over the unexpended balance of cash remaining on hand to his successor, taking receipt in duplicate therefor, and forward the original to the Quartermaster, retaining the duplicate for his own protection.

113. Cash advanced for transfers will be accounted for with that advanced for subsistence as prescribed in paragraph 95.

114. Cash for transfers of men and baggage, when necessary, to and from railroad and steamship terminals at places of departure and destination, as well as *through* Boston, Providence, New York, Baltimore, Norfolk, Savannah, Chicago, San Francisco, and Seattle, will be furnished by issuing officers. No allowance for transfer of baggage of applicants for enlistment en route from recruiting offices to posts or stations is authorized under any circumstances. When in the judgment of the recruiting officer, street-car fares are necessary they may be allowed.

115. Cash for transfers of baggage at destination *will not be furnished* to men transferred to marine barracks, Annapolis, Md.; Boston, Mass.; Charleston, S. C.; Dover, N. J.; Guantanamo Bay, Cuba; Hingham, Mass.; Key West, Fla.; Mare Island, Cal.; New Orleans, La.; New York, N. Y.; Norfolk, Va.; Pensacola, Fla.; Philadelphia, Pa.; Port Royal, S. C.; Portsmouth, N. H.; Naval prison, Portsmouth, N. H.; Puget Sound, Wash.; San Diego, Cal.; Sayville, N. Y.; Washington, D. C.; navy yard, Washington, D. C.; Tuckerton, N. J.; and Winthrop, Md. Men transferred to the above mentioned posts and stations should be instructed *not* to turn their baggage checks over to expressmen or baggage transfer companies at the railroad stations or steamship piers upon arrival, but to deliver such checks to the post quartermaster or commanding officer at the post or station. Upon receipt of the baggage checks the officer concerned will take the necessary steps to have the baggage hauled from the station or pier to the barracks by the post vehicle, if there be one, otherwise by the drayage contractor. Particular care should be exercised to see that all men traveling alone or in detachments are thoroughly familiar with this requirement. Men transferred for duty on board ships of the Navy, including station ships, should be advanced cash for transfers when necessary for themselves and their baggage.

116. Detachments of 10 or more men furnished transportation via New York, N. Y., and having 10 or more pieces of baggage, will not be furnished with cash for transfer of baggage through New York. The post quartermaster at the post of departure will telegraph the post quartermaster, marine barracks, New York, N. Y., the time of arrival of the detachment at New York, naming the railroad or steamship terminal and the number of pieces to be transferred, and that officer will cause the post vehicle to be at the terminal named to effect the transfer. In the event that it is impracticable to have the post vehicle perform the service, necessary steps will be taken by the post quartermaster at New York to procure the services by obtaining oral proposals, payment therefor to be made by the Quartermaster in the usual manner. Men in charge of detachments should be instructed to be on the lookout for the driver of the vehicle which is to perform the service.

117. When cash is advanced for transfers the blank on reverse of the memorandum for traveler (part of Form N. M. C. 625, revised) will be filled in to show for what purpose the cash is to be expended. This procedure is necessary to prevent men from exhausting in one payment funds intended to cover transfers at several points. Officers making cash advances should ascertain the actual number of pieces of baggage accompanying detachments, and not assume that each man has baggage. Clothing bags and ditty-boxes should be securely lashed together that the two may be transferred as one piece.

118. Cash advanced for street car and ferry fares when no transportation request is issued will be reported on Form N. M. C. 625 (revised). The practice of recruiting officers in advancing cash for street car and ferry fares for use by members of recruiting parties in accompanying applicants for enlistment to and from railroad stations, should be discontinued where it is practicable to purchase tickets. Open purchase requisition should be submitted to the Quartermaster for authority to purchase such tickets. (See par. 181.)

119. The amounts in the following table are considered sufficient for the transfer of men and baggage, but the same may be modified to meet the necessities of the service, in which case the fact should immediately be reported by letter to the Quartermaster. (See par. 115.)

Per capita rates for transfers.

	Men and baggage.	Men only.	Baggage only.
To and from Portsmouth, N. H., navy yard, naval prison, or hospital.....	\$0.31	\$0.06	\$0.25
To and from Boston, Mass., navy yard or hospital.....	.40	.05	.35
To and from Boston, Mass., navy yard or hospital via Merchants & Miners Transportation Co.....	.45	.10	.35
Through Boston, Mass., or to and from recruiting office.....	.40	.05	.35
To and from Newport, R. I., torpedo or training station ¹25	-----	.25
Through Providence, R. I.....	.30	.05	.25
To and from New London, Conn., naval station.....	.35	.10	.25
Between New York, N. Y., navy yard or hospital and Grand Central Station or Pennsylvania R. R. Station.....	.85	.10	.75

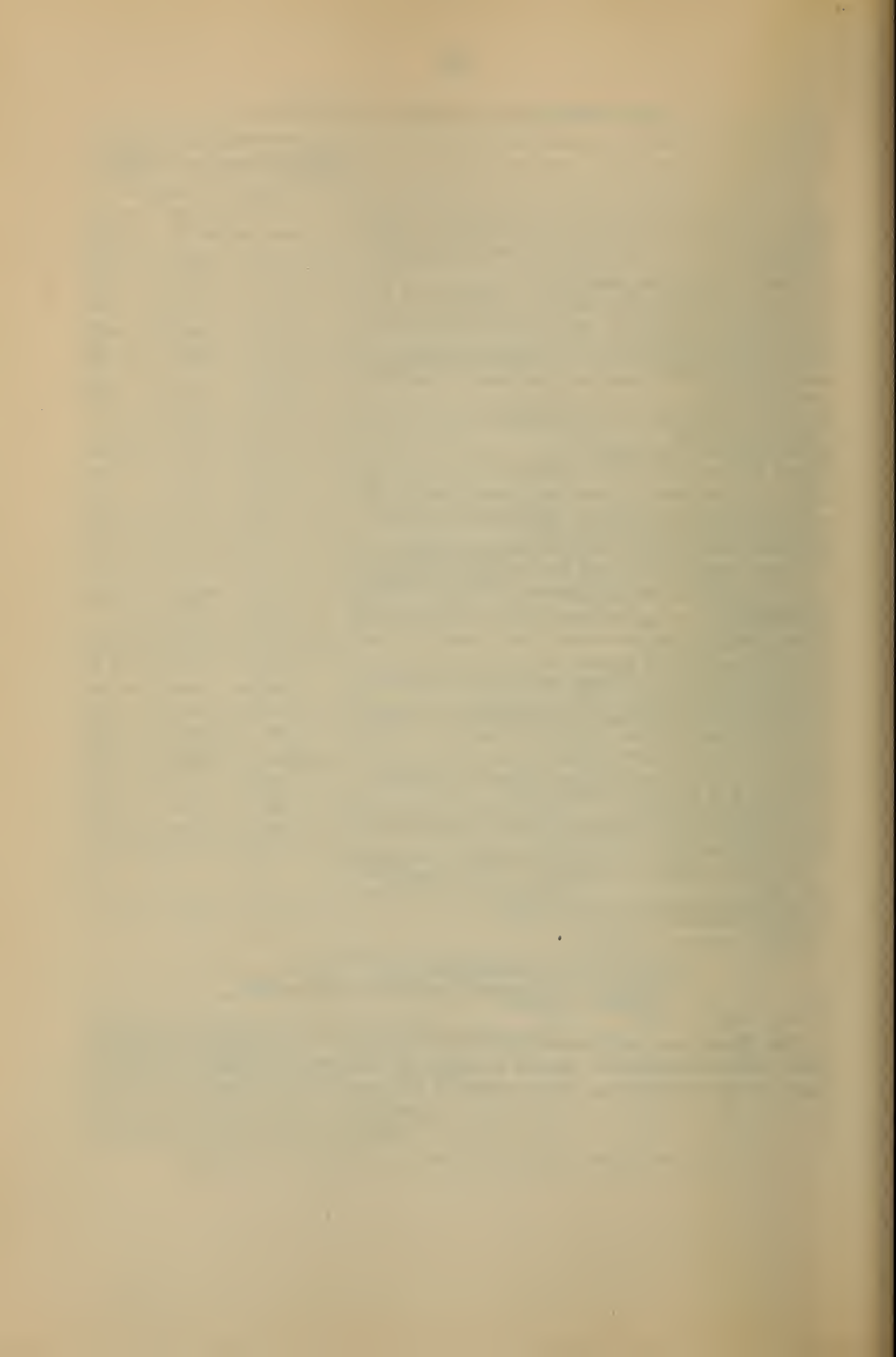
¹ Baggage of men transferred via rail should be checked to Newport Wharf, R. I.

Per capita rates for transfers—Continued.

	Men and baggage.	Men only.	Baggage only.
Between New York, N. Y., navy yard or hospital and other terminals.....	\$0.90	\$0.10	\$0.50
Through New York, N. Y., and to and from recruiting office or publicity bureau.....	.55	.05	.50
To and from Tompkinsville, Staten Island.....	.35	.10	.25
To and from Philadelphia, Pa., navy yard, via Baltimore & Ohio R. R. or Merchants & Miners Transportation Co.....	1.08	.08	1.00
To and from Philadelphia, Pa., navy yard, via Pennsylvania or Philadelphia & Reading R. R.....	1.05	.05	1.00
To and from Philadelphia, Pa., naval hospital or naval home.....	.40	.05	.35
To and from Philadelphia, Pa., depot of supplies or recruiting office.....	.40	.05	.35
Through Baltimore, Md., when not included in fare, or to and from recruiting office.....	.40	.05	.35
To and from Annapolis, Md., Naval Academy.....	.2525
To and from Washington, D. C., marine barracks, navy yard, hospital or headquarters.....	.40	.05	.35
To insane hospital, Washington, D. C. ¹
Through Washington, D. C., between railroad and steamboat terminals.....	.40	.05	.35
To and from Portsmouth, Va., navy yard, marine barracks or hospital, via Seaboard Air Line Ry., Chesapeake & Ohio Ry., New York, Philadelphia & Norfolk R. R., Baltimore Steam Packet Co., or Norfolk & Washington Steamboat Co.....	.30	.05	.25
To and from Portsmouth, Va., navy yard, marine barracks, or hospital, via Atlantic Coast Line R. R., Norfolk & Southern Ry., Norfolk & Western Ry., Southern Ry., Chesapeake Steamship Co., Merchants & Miners Transportation Co., or Old Dominion Steamship Co. ²60	.10	.50
Between Norfolk, Va., and Newport News, Fort Monroe, or Old Point Comfort.....25
To and from Winthrop, Md.....
To and from Charleston, S. C., navy yard.....	.60	.10	.50
Through Charleston, S. C., between railroad and steamship terminals when not included in fare.....	.30	.05	.25
To and from Port Royal, S. C., marine barracks.....
Through Savannah, Ga., between railroad and steamship terminals when not included in fare.....	.30	.05	.25
To and from Key West, Fla., naval station.....
To and from Pensacola, Fla., marine barracks.....	45.40	20.15	.25
To and from New Orleans, La., naval station, via Louisville & Nashville R. R. or Queen & Crescent Route.....	1.60	.10	1.50
Via other railroad lines.....	1.65	.15	1.50
Between Seattle and Puget Sound, Wash., navy yard, via steamer (See Appendix, "Puget Sound").....	.25	.25	.25
To and from Mare Island, Cal., navy yard.....
Through San Francisco, Cal., when necessary, between wharves of ocean-going steamships and Monticello S. S. Co., or railroad terminals.....	.5050
To and from Las Animas, Colo., naval hospital ³
To and from Marine Corps recruiting stations.....	(4)	.05	(4)

¹ \$3 for carriage for one patient, guards, and baggage.² Includes ferry fare, two tickets for 5 cents.³ \$1.50 one man and baggage; 50 cents for each additional man.⁴ According to necessity.

120. Should any additional expense be necessary for transfer of baggage, claim for reimbursement should be made to the Quartermaster, forwarding receipts for expenditures, together with a statement of the facts.



Section 9.—PARLOR AND SLEEPING CAR ACCOMMODATIONS.

131. Requests for parlor or sleeping car accommodations must be drawn on the Pullman Company, except when the travel originates on lines operating their own sleeping cars, in which case the requests will be drawn on the railroad company concerned. The following lines operate their own sleeping cars: Central of Georgia Railroad Co.; Chicago, Milwaukee & St. Paul Railway Co.; and Great Northern Railway Co.

132. Issuing officers providing parlor and sleeping car accommodations will issue separate requests therefor, and state thereon the number of berths and seats required. All other spaces on the request in the block, including those under "Class" and "Number of persons," will be stricken out.

133. Transportation requests issued for sleeping accommodations for officers and enlisted men will show separately on the reverse thereof the actual number of officers and enlisted men comprising the detachment, and who are furnished accommodations.

134. If for any reason accommodations varying from those called for on the request are furnished, the person receipting therefor will enter a notation on the reverse of the request showing the accommodations actually furnished, which should be signed by him.

135. The following named persons, when traveling under orders, are entitled to a lower berth in a standard sleeping car or to a seat in a parlor car: officers traveling on duty with troops; civilian clerks when traveling under orders on public business; noncommissioned officers above the grade of sergeant when traveling on duty without troops; and invalid marines when traveling under orders without troops, on the certificate of a medical officer showing the necessity therefor. The enlisted attendants accompanying invalid marines are entitled to accommodations equal to those herein allowed to invalid marines. Officers traveling with detachments of troops will be furnished with one lower berth each in a standard sleeper, or, if that is not available, a suitable portion of a tourist car may be curtained off for their use, allowing one section to each officer. Noncommissioned officers above the grade of sergeant when traveling with troops will be furnished the same accommodations as are furnished to other enlisted men.

136. Enlisted men below and including the grade of sergeant, when performing travel with or without troops on public business, will be furnished with upper berths of the cheapest class available; when not available, with lower berths of the cheapest class. When travel involves a ride of *one night*, through sleeping car accommodations in a tourist car will be furnished when available, otherwise a berth for *one night's ride* in a standard sleeper. Requests issued

for a one night's ride will show the initials of the lines over which the travel is routed as well as the destination of the traveler, which will be stated as follows: "en route to (destination)." The points between which accommodations are to be furnished will not be stated; instead the notation "One night's ride only" will be entered on the face of the request.

137. When travel involves two or more nights, *through* sleeping car accommodations will be furnished to enlisted men below and including the grade of sergeant. When necessary to change en route from standard to tourist sleepers, or vice versa, separate requests will be issued for each class of accommodations. Tourist berths will always be furnished when available.

138. Individually or in parties, each enlisted man of the Marine Corps is entitled to an entire berth of the cheapest class available, except as provided for noncommissioned officers above the grade of sergeant in paragraph 135.

139. Sleeping car accommodations will not be furnished to applicants for enlistment, accepted or rejected, except where the travel involves a ride of two or more nights, in which case they will be furnished with through tourist accommodations. If such accommodations are not available, and the travel requires two nights en route, a berth of the cheapest class available will be allowed for the second night only.

140. Except in cases where the interests of the service are best subserved thereby, applicants for enlistment will be transferred at such time as will necessitate the least number of night rides.

141. Men accepted for reenlistment from the Army, Navy, or Marine Corps, who are transferred to a post prior or subsequent to being sworn in, will be allowed sleeping car accommodations in accordance with the instructions herein when the travel involves a ride of one or more nights. (See par. 136.)

142. Persons holding requests for through sleeping or parlor car accommodations will, whenever practicable, present them to the proper agent and obtain tickets for the number of berths or seats required before commencing the journey. When not practicable to do so, or accommodations for one night only are furnished, they will be secured from the conductor on the car, and the receipt on the request will show the points between which the accommodations were furnished.

143. If a request calling for space in tourist cars is presented for accommodations between points where there is no tourist car service, there is no objection to furnishing standard sleeping car accommodations to the holder of the request, provided he pays the Pullman Company the difference in rates from his personal funds; but in no case will a request issued for tourist car accommodations be paid for on the basis of standard sleeping car accommodations. The holder of the request should in no case receipt for accommodations in excess of those called for on the request. The furnishing of a seat in a parlor car on requests calling for berths is not authorized.

Section 10.—TRANSPORTATION BY COMMERCIAL VESSELS.

151. The following persons traveling on steamboats and steamships will be furnished with first-class transportation with stateroom accommodations: officers traveling under orders with troops; noncommissioned officers above the grade of sergeant traveling under orders without troops; and invalid and insane marines, with attendants. Other enlisted men so traveling, and all non-commissioned officers traveling with troops, will be furnished with second-class or intermediate accommodations, with stateroom berth. If such accommodations are not available, first-class accommodations with stateroom berth will be furnished. Steerage accommodations will not be furnished enlisted men of the Marine Corps.

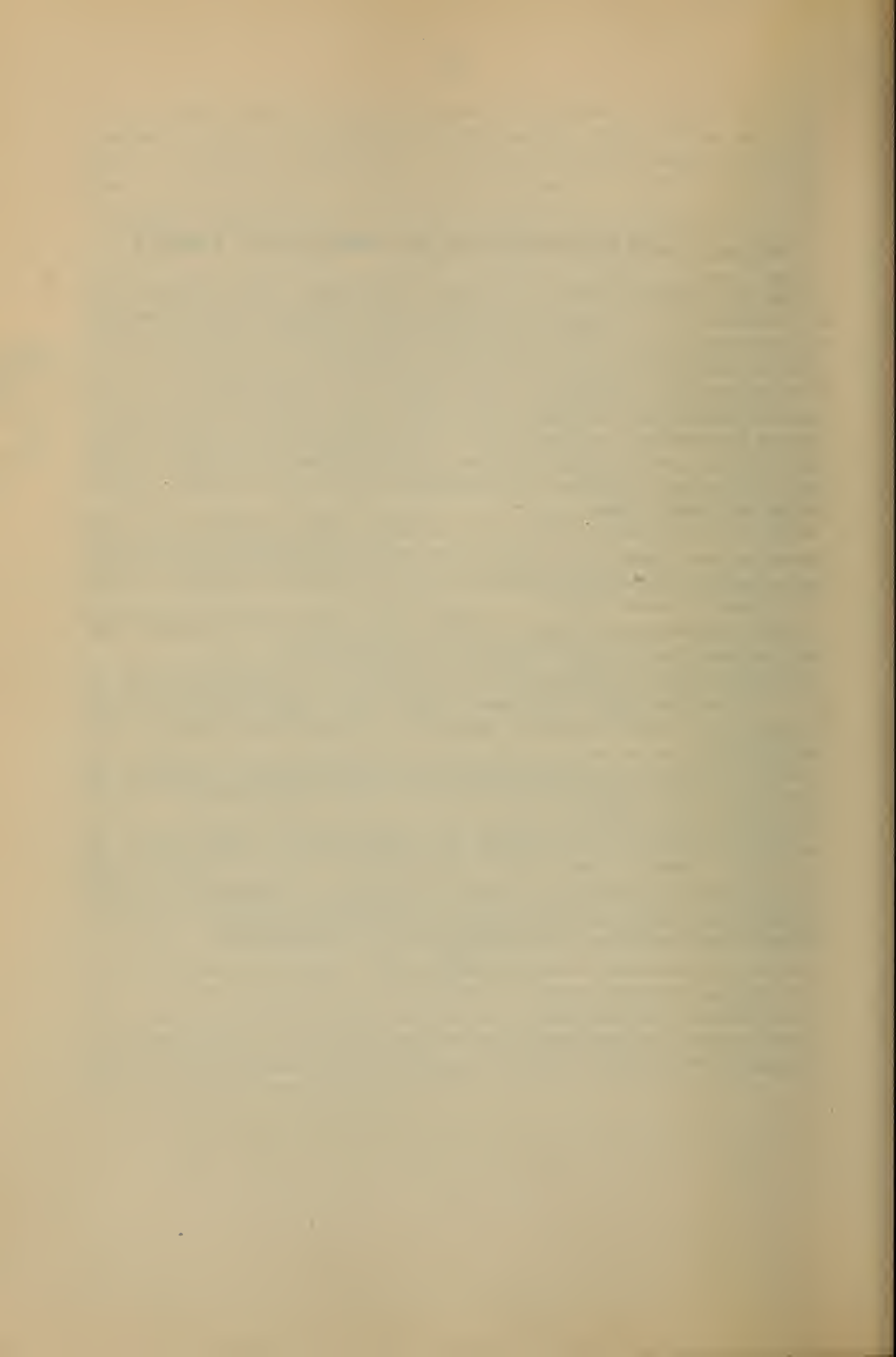
152. When stateroom berths are not included in the fare, as in the case of travel via Long Island Sound, Chesapeake Bay, and Potomac River steamers, the request for transportation should call for the required number of berths of the cheapest class available.

153. When meals, or meals and berths, are included in the fare that fact must be stated on the requests issued for the transportation.

154. Before issuing requests for transportation via commercial vessels, issuing officers must ascertain from the agent of the transportation company if proper accommodations can be provided. This applies especially in case of detachments.

155. Applicants for enlistment, accepted or rejected, when transferred via commercial vessels will be furnished the same class of accommodations as are enlisted men in the service.

156. In contracting or arranging for transportation of detachments via commercial vessel the issuing officer must ascertain whether the rates quoted by water lines include meals, or meals and sleeping accommodations, and if the latter, what class of accommodations it is intended to furnish, and said information made a part of the agreement for the transportation.



Section 11.—ARMY TRANSPORT SERVICE.

161. The following extract from paragraph 194, U. S. Army Transport Service Regulations, 1914, is quoted for the information of all concerned:

"Transportation on Army transports for members of the families of officers and enlisted men of the * * * Marine Corps, * * * may be furnished without expense to the United States when space is available after allotments shall have been made to all persons traveling under orders, upon the following conditions:

"(1) In case the officers, enlisted men, or employees of either the Military, Naval, or Revenue-Cutter Service, upon the certificate of a responsible officer that the persons are permanent members of the family of an officer or enlisted man on the active list or of an employee in actual service, and that the transportation is for the purpose of permitting such members of the family to join the officer, enlisted man, or employee, or to return from the station of the officer, enlisted man, or employee, where they have been living as members of his family. The application must state the number of journeys by transport that have been made by the persons for whom transportation is requested, and if more than one such journey has been made within the previous two years the application will be denied, unless it can be clearly shown that the journey is necessary on account of illness or important and urgent business.

"(2) Applications from officers, enlisted men, or employees of the * * * Marine Corps must be made through the Quartermaster, Headquarters, U. S. Marine Corps * * *. In each case the application must show that the persons for whom transportation is requested are permanent members of the family of the officer, enlisted man, or employee; that the journey is necessary for the purpose of permitting the persons to join the officer, enlisted man, or employee, or to return from the station of the officer, enlisted man, or employee where they have been living as members of his family, and the number of journeys by transport that have been made by such persons. If more than one journey has been made within the previous two years, the application will be denied, as provided in the preceding section of this paragraph.

"(3) In case of transportation for servants, a person making application for such transportation will certify that the person is a bona fide servant and not employed for the trip. Authority for transportation will be contingent upon such certificate."

162. The following rules governing transportation upon Army transports are published to the Army for the information and guidance of all concerned:

(1) The law as interpreted and published in paragraph 194, Army Transport Service Regulations, 1914, permits transportation to be furnished on Army transports for members of families of officers, enlisted men, employees, and other persons mentioned in that paragraph upon certificates that they are *permanent*

members of the family of the person concerned. The department holds this to limit transportation to such persons as habitually reside with the head of the family and are naturally domiciled therewith, and to exclude those who are, or may desire to become, transient visitors, guests, and temporary members of his household.

(2) Whenever application is made for the over-sea transportation of persons other than the immediate members of family (wife and children) a certificate will be forwarded for the consideration of the War Department as follows;

Place.....

Date.....

This certifies that....., my....., is a permanent member of my immediate family, habitually resides with me, and has no other home.

(3) *When the over-sea transportation of servants (male or female) is desired, a certificate is required under sub-paragraph (3), paragraph 194, Army Transport Service Regulations (changed by C. A. T. S. R. No. 13, W. D., 1916), to the following effect:*

Place.....

Date.....

This certifies that..... is a bona fide servant in my family and not employed for the trip only.

I personally guarantee that if the transportation is granted, said servant will not become a public charge upon the community to which taken and will be returned to the United States when necessary, without expense to the United States.

(C.I. G. T. 1)

(4) When transportation is desired on transports sailing from New York to the Canal Zone the certificate mentioned in (2) must be endorsed by the Major General Commandant to the effect that the officer concerned will have at least six months further service on foreign station after the arrival of his family.

163. The following Executive order published in General Orders No. 7, War Department, January 16, 1909, is reprinted for the information and guidance of all concerned:

"Enlisted men of the Navy and Marine Corps, while being transported on an Army transport, shall be subject to and obey the United States Army Transport Service Regulations and shall be liable to their proportionate share of police and guard duty whenever the commanding officer of troops on board the transport shall deem it advisable to divide those duties between the enlisted men of the Army and those of the Navy or Marine Corps on board. Enlisted men of the Navy and Marine Corps may also be called upon, but only when, in the judgment of said commanding officer, there is an emergency to perform such duty as their special knowledge and skill may enable them to perform. * * * All orders to enlisted men of the Navy or Marine Corps on board an Army transport, or to enlisted men of the Army on board a naval vessel, shall, as far as practicable, be given through their respective officers, noncommissioned or petty officers." (Par. 320, U. S. Army Transport Service Regulations, 1914.)

Section 12.—KITCHEN TOURIST CARS.

171. The Pullman Company has in service certain cars that are known as kitchen tourist cars. These are 16-section tourist cars with 2 sections removed, in which the company has installed a range and cooking equipment. With a cook and cook's helper provided by the Pullman Company, who are familiar with the use of the cooking appliances and the storage of food supplies, one of these cars is capable of preparing meals for as many as 200 men, and with an additional cook for as many as 300 men. The 14 sections remaining in the car can be used the same as any other tourist car and will, therefore, accommodate 28 men on basis of 2 men to each section, or 42 on basis of 3 men to each section.

172. In the movement by rail of large bodies of troops when special train service is provided and the time required for the journey will exceed 48 hours (this will usually mean a journey of about 800 miles), kitchen tourists cars will be provided for the journey, whenever practicable, at the rate of one for each 200 men or fraction thereof, and arrangements made with carriers to furnish a sufficient number of tables for each troop car. The kitchens will be completely equipped by the contractor for the preparation of meals, and a sufficient number of deep enameled plates to properly serve the troops will be provided as a part of the kitchen equipment.

173. The contractor will also provide a cook and a cook's helper for each kitchen and will be reimbursed for the wages of these men from the time of their departure from their home stations to the time of their return thereto. When sufficient cars are not available to provide one car for each 200 men, one additional cook may be allowed when more than 200 men are traveling.

174. The contractor will also provide the ice necessary for the preservation of stores en route and fuel for the range, and will submit bills therefor for payment.

175. A mess officer designated by the commanding officer will report to the commanding officer any loss of, or damage to, any portion of the kitchen equipment and the names of the persons or organizations responsible for such loss or damage, in order that the money value may be charged against such persons or organizations.

176. When kitchen tourist cars are used a certificate will be prepared by the issuing officer who furnishes the transportation. This certificate will be in two parts, the upper certifying that the kitchen tourist car, with necessary attendants, has been furnished, and the lower a certificate as to the ice and coal used in transit. The upper part of this certificate will be filled in and signed by the issuing officer procuring the transportation, and will be turned over by him or the commanding officer of the troops to the representative of the Pull-

man Company when the troops entrain. On arrival at destination, or point where the troops detrain from the kitchen car, the Pullman representative will have the lower certificate filled in to show the amount of ice and coal used en route and signed by the officer or noncommissioned officer in charge of troops. This certificate will be retained by the Pullman representative and afterwards attached to their bill for the service. Proper record should be kept en route of the amount of ice used for the preservation of rations and coal used for cooking purposes, in order that the certificate mentioned above may be properly prepared.

177. A field range No. 1 may be installed in a baggage or other car as an emergency kitchen car equipment. The method of installing this range in a baggage car will be as follows:

Construct a box 6 feet 8 inches long by $24\frac{1}{2}$ inches wide and about 12 inches deep, inside measurements, using $1\frac{1}{2}$ or 2 inch material if available. Line the sides, ends, and top edge of box with galvanized iron or zinc. Place box in car running lengthwise on one side of the car, about 2 feet from the side. Fill the box with dirt up to about 2 inches of the top. Place a brick flush with top of dirt at each of the four corners where the range will set. Place range in box, front and oven end close up against end of box, and deep enough in box so that when oven door is opened it will lie flat on edge of box. Place boiling plate in box, the end resting on top of angle iron on rear of range. Place a brick under each front corner of boiling plate, flush with top of dirt. The alamo attachment is not used when range No. 1 is installed in the above manner. Fasten range and boiling plate firmly to box by means of strap iron, or two or three strands of telegraph or telephone wire. Fill space between range, boiling plate, and side of box with soft mud to prevent heat from escaping. Three and even four field ranges may be installed in a car.

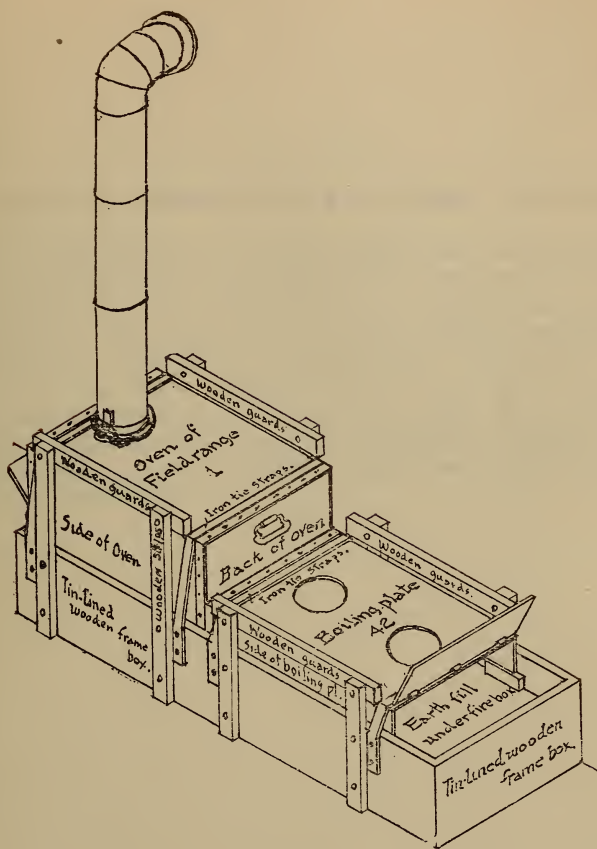
Box can be held firmly in position on floor of car by nailing 2 by 4 inch strips around sides and ends of box. This is important and must not be neglected.

178. Remove one of the top ventilating windows from car; tack tent guards, furnished with each range, over the opening, one on the outside of the car and one on the inside. Carry stovepipe up and out through the opening. End of pipe should extend about 6 inches outside of the ventilator opening. Elbow should be placed on end of pipe facing up, and wired firmly to car. Wire stovepipe firmly to both sides of car.

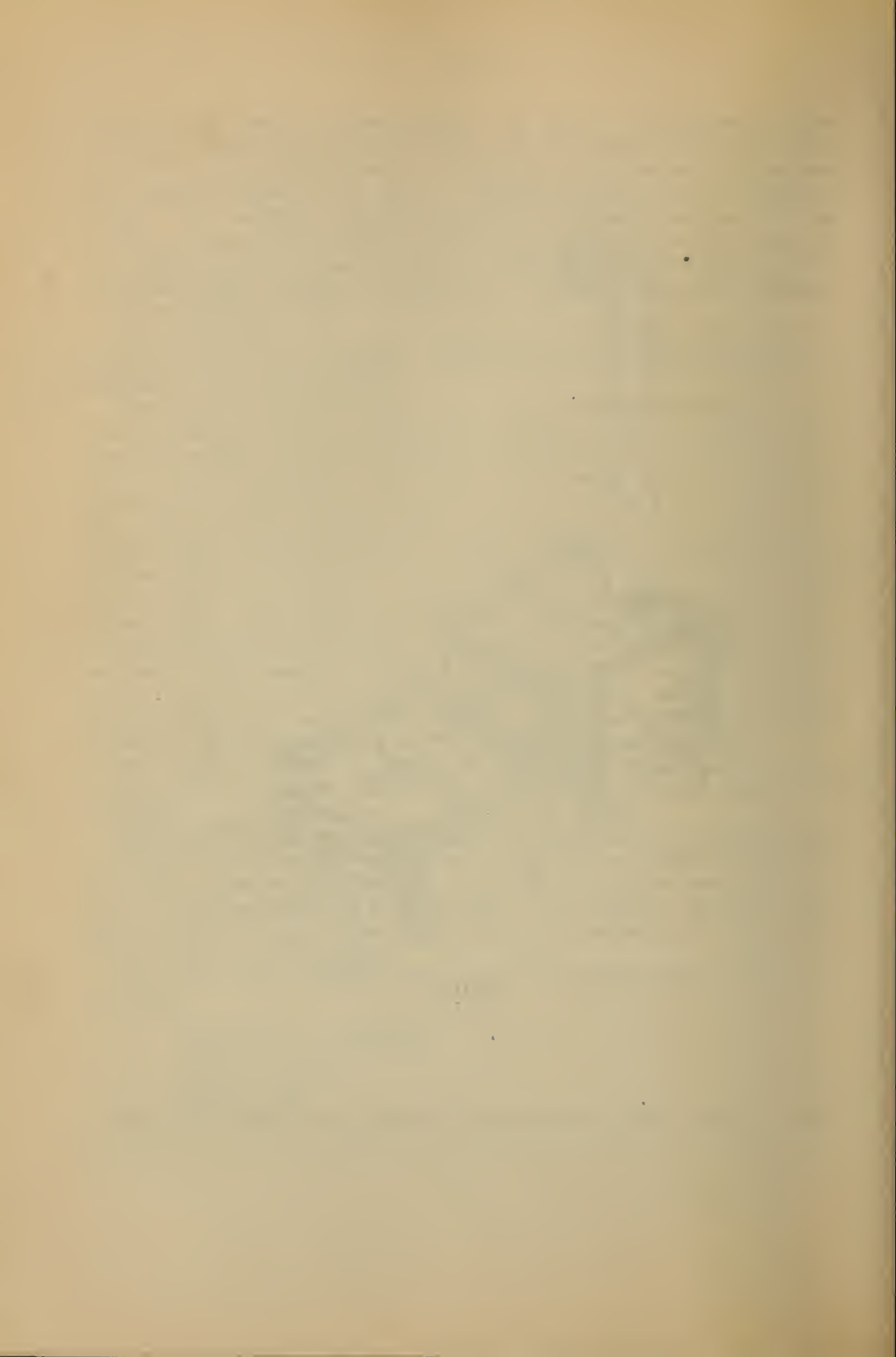
179. The following additional equipment to that supplied with each range is necessary:

- 2 galvanized iron water cans.
- 2 galvanized iron buckets.
- 1 elbow, stovepipe.
- 100 feet wire.

Water cans should be filled on every possible occasion where stops are made.

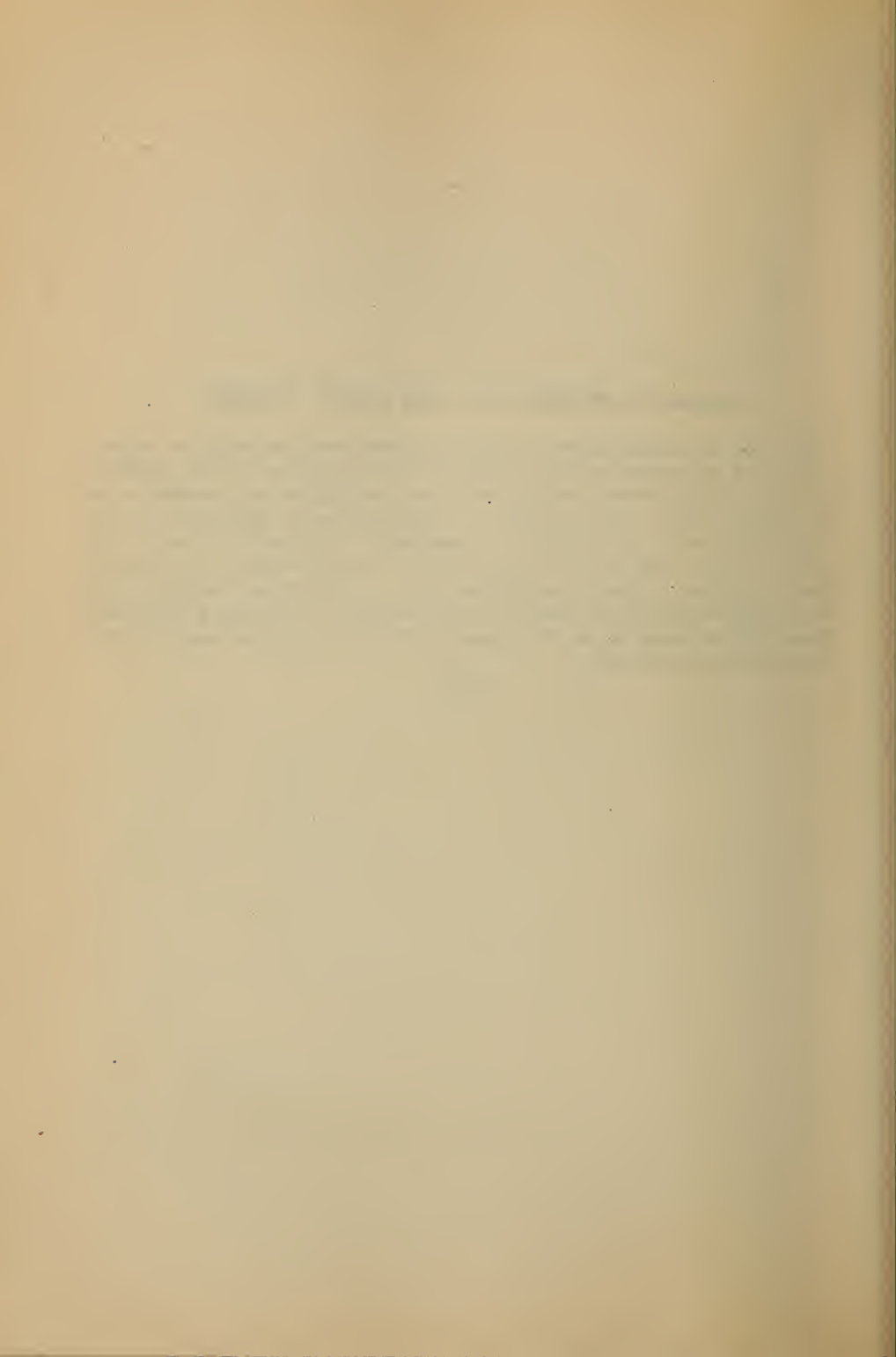


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Section 13.—STREET CAR AND FERRY TICKETS.

181. For the transportation of officers, enlisted men, applicants for enlistment, and employees of the United States in the transaction of public business, street car, electric railway, or ferry tickets will be supplied upon requisition to the Quartermaster, when this form of transportation is preferable in convenience and cost to other forms of transportation. This will not apply to an officer traveling under orders covering mileage. Travel between place of residence and office or place of employment is not travel in the transaction of public business within the meaning of this paragraph. The tickets when purchased will be taken up on the property return and expended solely in the performance of public duty.



Section 14.—TOLL BRIDGES, FERRIES, AND TURNPIKES.

191. Whenever it shall be necessary for troops, teams, or employees in the military service to pass on public duty over a legally constituted toll bridge, ferry, or turnpike, the officer or person in charge of the party will apply to the nearest issuing officer for a request for such passage. If he can not obtain it, he will give to the keeper of the bridge, ferry, or turnpike a certificate stating the number of persons and whether mounted or on foot, number of loose animals, teams and animals to each team for which toll or ferriage is due, and showing that the travel is on public duty. Accounts for such service, accompanied by the request, or certificates duly receipted, will be presented to the nearest disbursing officer for settlement, who, before payment, will satisfy himself that the rates charged do not exceed those authorized, or paid by private individuals, and that the indebtedness was necessarily incurred for the public service. Payment will be made at the authorized or usual rates, unless more favorable terms can be obtained.

Section 15—TRANSPORTATION OF SUPPLIES.

201. The Quartermaster's Department is charged with furnishing transportation for all supplies of the Marine Corps, including the authorized allowance of baggage of officers on change of station, authorized mounts of officers, personal effects of enlisted men, public funds, and such other articles or supplies as may be required to be transported at Government expense.

202. All property transported by the Quartermaster's Department must be plainly marked on each package to show name and address of consignee, its weight, and, when necessary, its measurement, and the letters "U. S."

203. Transportation by express, when in excess of cost by ordinary freight, must be limited to emergencies and shipments of delicate instruments, and vouchers in payment must show the emergency or the character of the instruments transported and authority for such transportation. Upon application of an officer of the Paymaster's Department a quartermaster may transport public funds by express. In such cases he will receipt only for so many sealed packages said to contain so much public money. In case of loss of funds by unavoidable accident the shipping officer will not be held responsible, and the officer accountable for the funds must seek relief through application to the Court of Claims or to Congress.

204. Shipping quartermasters are authorized to forward small packages by express without obtaining authority therefor in advance when the express charges are less than the cost of shipment by ordinary freight, including drayage when necessary.

205. Authority is hereby given to officers of the Quartermaster's Department to ship *by express*, when called upon to furnish such transportation, delicate instruments and such other property of small weight or dimensions as is likely to be damaged or lost when shipped by ordinary freight. This authority will not be extended to shipments of property other than that herein specified or authorized by existing regulations without the sanction of the Quartermaster, nor will it in any instance cover shipments to secure quick delivery which become necessary owing to delay in making timely requisitions. Voltmeters of all types, ammeters, electrical instrument cases, time interval clocks, mercurial barometers, and all other electrical apparatus of delicate construction which are susceptible to injury by rough handling in shipment will in every instance be shipped by express.

206. In cases where special authority is obtained to make shipments by express, copy of authority will be attached to bill of lading.

207. The use of freight or express lines for transmitting official letters or packages that can be sent by mail is forbidden.

208. Packages of public property partaking of the characteristics of fourth-class mail matter, weighing not more than 4 pounds and not greater in size than 72 inches in length and girth combined, may be sent through the mails under cover of the penalty envelope. Packages weighing more than 4 pounds which conform to the limit of size indicated and which do not exceed 50 pounds in weight when sent to the first or second zone or 20 pounds in the other zones, are transmissible in the mails provided postage is paid at the appropriate rate. Penalty envelopes with return address may be furnished to any person from whom official information is desired, but will not be furnished to merchants or other dealers to cover the transmission of public property or the return of official vouchers. (C. I. G. T. 1)

209. Shipment of public property will be made at released rates in accordance with the conditions of the Government bill of lading, and, in view of said conditions, no notation is necessary on the face thereof.

210. An officer who turns over supplies to another for transportation in the best condition in which it is possible to put them is relieved from any further responsibility therefor by the receipt of the officer to whom they are intrusted for transportation. Procedure in case of loss, damage, or deficiency found on arrival at destination will be as prescribed in paragraphs 261 to 268.

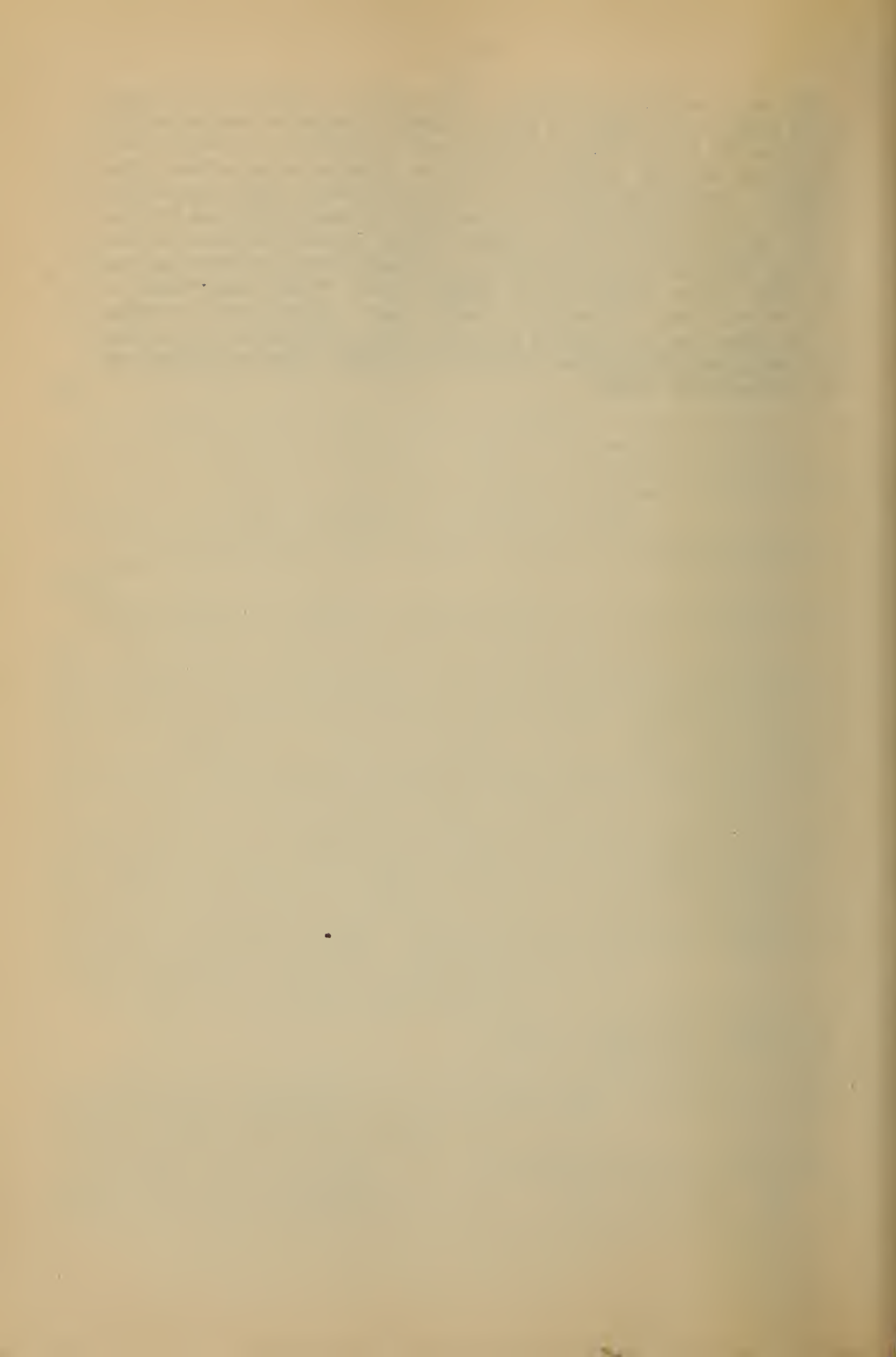
211. Each package (box, crate, bundle, or loose piece) of property shipped on Government bill of lading must be plainly, legibly, and durably marked as follows:

When consigned to a place of which there are two or more of the same name in the same State, the name of the place and of the county also must be shown. When consigned to a place not located on the line of a carrier, it must also be marked with the name of the station of the last carrier at which the consignee will accept delivery. If labels are used, they must be securely attached with glue or equally good adhesive. If tags are used, they must be sufficiently strong and durable to withstand the wear and tear incident to transportation; and, when tied to a package of any kind, must be securely attached through a reinforced eyelet. Tags used to mark wooden pieces or wooden containers must be fastened at all corners and center with large-headed tacks or tag fasteners; or may be tied to wooden pieces when the freight would be injured by the use of tacks or tag fasteners. Tags tied to bags, bales, bundles, or pieces must be securely attached by strong cord or wire, except that when tied to bundles or pieces of metal, they must be securely attached by a strong wire or strong tarred cord. Old consignment marks must be removed or effaced. (From Standard Rules and Conditions of Freight Classification, adopted by United States Railroads.)

212. Dimensions of baggage and freight cars:

	Bag- gage	Box	Flat & goi- dola	Re- friger- ator	Palace stock	Ordinary stock
Average freight or baggage in tons.....	30	30	30	20	25
Average capacity in cubic feet.....	4,000	2,400	2,000	2,200
Number of animals, horses or mules, ac- commodated.....	18-20	16-20	20-24
Length in feet, inside measurement.....	65-75	34-40	34-40	32-36	40-48	30-40
Width in feet, inside measurement.....	8½	8½	8½	8½	8½
Height in feet, inside measurement.....	6-8	6-7	7½	7½

213. In all cases where shipments of the remains of enlisted men are made to the homes of the deceased, a form of receipt, in duplicate, will be prepared and forwarded to the consignee, together with the original bill of lading, with instructions that upon receipt of the remains the bill of lading will be accomplished to show delivery and turned over to the express company making such delivery, and that the form of receipt will also be accomplished and returned to the shipping officer in an addressed franked envelope furnished for that purpose. One copy of the receipt will be forwarded to the Quartermaster and the other will be retained by the shipping officer. Every effort should be made to obtain these receipts as they will be used in cases where the original bill of lading has been lost, in connection with the certificate of shipment prepared by the shipping officer on Form N. M. C. 358, in effecting payment for the transportation charges.



Section 16.—BILLS OF LADING.

221. Public property, or other property transported at public expense, will be transported on the prescribed form of Government bill of lading. This bill of lading has three parts: The original (Form N. M. C. 739), shipping order (Form N. M. C. 739a), and the memorandum (Form N. M. C. 739b). There is also an additional sheet to the original, shipping order or memorandum, Form N. M. C. 739c, when the shipment is so extensive as to require more than one sheet.

222. A series of numbers for bills of lading will be assigned to each post or station of the Marine Corps by the Quartermaster for use during each fiscal year. At the beginning of each fiscal year the series of numbers should again be used, using the first number of the series and changing the fiscal year in the following manner: 1500/17 for fiscal year 1917 and 1500/18 for fiscal year 1918.

223. The property being ready for shipment the shipping officer issues the bill of lading. One copy each of the original and shipping order and three copies of the memorandum will be used, and these five copies should be made simultaneously by the use of carbon paper. One of the three memorandum copies will be plainly stamped or indorsed "Property received copy" and another "Property shipped copy." The shipping order will be signed by the officer making the shipment.

224. In issuing Government bills of lading the name as well as the official designation of the issuing officer will be stated on the forms (N. M. C. 739, 739a, 739b, 739c) in the space provided for "consignor."

225. Three copies, original, shipping order, and unstamped memorandum (but not the "Property received" and "Property shipped" copies) should accompany the shipment when delivered to the carrier.

226. The agent of the carrier will retain the shipping order, receipt the original and memorandum, and return them to the shipping officer.

227. The consignor is the officer who issues the original bill of lading. The consignee, as the word is used herein, and, in general, as understood by transportation companies, is the person to whom the last carrier turns over the shipment, and, therefore, is not necessarily the person for whom the property shipped is intended.

228. The original bill of lading when receipted by the agent of the receiving carrier and returned to the consignor will be mailed by him to the consignee.

229. The consignee, upon receipt of the shipment, will accomplish and surrender the bill of lading to the carrier who makes delivery, being particular to note on the reverse thereof any loss or damage that may exist. This bill

of lading then becomes the evidence upon which settlement for the service will be made.

230. In the absence of the consignee, or on his failure to receipt, the person receipting will certify that he is duly authorized to do so, reciting such authority.

231. When there is more than one carrier at the point of destination, the receiving officer should see that his certificate of receipt shows the carrier from whom the property was actually received. The word "carrier" herein used does not apply to local drayage concerns.

232. The unstamped memorandum copy, together with all other memorandum bills of lading issued during the day, will be mailed to the disbursing quartermaster charged with the settlement of the account. Bills of lading are payable to the last carrier.

233. The memorandum marked "Property received copy" will be mailed to the consignee as soon as prepared. Upon receipt of this copy in the consignee's office, it will be filed as a record of property received.

234. Receipts will be obtained by the receiving officer from the person to whom the property shown on each bill of lading is shipped, and will be attached to and made a part of the property received copy.

235. Proper care should be taken by the officers receiving property that "Property received" copies of bills of lading and receipts for property shown thereon are carefully filed, and that all notations as to shortage, damage, or other unusual condition are entered on the "Property received" copy, in order to afford ready reference to same in connection with inquiries that may be made on his office for information in regard thereto.

236. The memorandum marked "Property shipped copy" will be retained by the consignor as his office file.

237. Through bills of lading will be issued in all instances between initial and ultimate points of shipment, including those for service over land-grant and bond-aided lines, except where specific instructions to the contrary have been given.

238. A bill of lading covering the shipment of property in carload lots will have noted thereon the initials and numbers of cars in which the property is loaded.

239. When a shipment is made under contract or special rates, notation of such fact will be made on the face of the bill of lading.

240. Bills of lading covering shipments to points outside the continental limits of the United States must show consignee and final destination, and value of the entire shipment, except that the value of household goods shipped at a limited valuation or the value of the property handled with troops should not be indicated on bill of lading. The cubic measurement in cubic feet must also be shown on all shipments. Value may be shown in one amount for the entire shipment, but measurements should be in detail, not showing the three dimensions (except of some extraordinary pieces) but the number of cubic feet or decimals thereof for each item. Shipments from points other than the

ports of embarkation should be made in accordance with the instructions contained in Appendix, pages 61-66.

241. Erasures, interlineations, or alterations in a bill of lading will be authenticated and explained by the person making them, preferably on the margin.

242. A bill of lading issued for supplies to be forwarded by conveyance owned or leased by the Government should show that no payment is to be made for the service.

243. In no case will a second bill of lading be issued for any shipment, nor will a bill of lading be issued after the transportation has been performed.

244. In case a bill of lading has been lost or destroyed, the shipping officer will issue upon application of the carrier or consignee a certificate in duplicate on Form N. M. C. 358. This certificate will be forwarded to the consignee, who will indorse thereon his acknowledgment of receipt of the property and a statement as to its condition. This certificate will then become the substitute for the bill of lading and payment may be made thereon. Record should be made of the loss of the bill of lading and of the issue of the certificate.

245. The shipping officer will not give his certificate until he has satisfied himself by correspondence with the consignee that the bill of lading is not in his possession. The shipping officer will also require proper evidence from the carrier that the bill of lading is not in its possession, and can not be traced or located, and a statement that if subsequently found it will be surrendered at once to the Quartermaster without demand. In case the bill of lading should subsequently be recovered, proper record will be made thereof and the bill of lading forwarded to the proper disbursing officer to be filed with the voucher in the case.

246. To insure the prompt delivery of property, in the absence of the bill of lading, the consignee may give the carrier a receipt for the property actually delivered, which will state that it is given because the bill of lading has not come to hand. On the recovery of the bill of lading, or when the certificate provided for in paragraph 244 has been given, a statement will be indorsed on said bill of lading or certificate of the fact of the delivery as per said temporary receipt, and the temporary receipt will be indorsed with reference to the bill of lading or certificate sufficient to identify the same, and both papers attached and forwarded with the claim for payment thereon.

247. Payment in case of the loss of a bill of lading will be promptly reported to the Quartermaster by the disbursing officer, who will also give a description of the bill of lading, if practicable, and of the certificate and voucher on which payment is made.

248. Bills of lading should show the exact facts. If the delivery was made on April 29, the bill of lading should show that fact, with the actual condition as revealed at the time, the exact or full nature of the loss or damage if not then known to be furnished the company thereafter as soon as possible. If for any reason the bill of lading is not delivered to the carrier upon receipt of shipment, a receipt for the goods actually received should be given to the

carrier, and the bill of lading when delivered should show the date of its delivery as well as the date of delivery of shipment, and any other facts pertinent thereto, so as to furnish a correct statement of the transaction with no fictitious presumptions to be corrected later by outside evidence. (Comp. Dec., Apr. 27, 1915.)

249. A quartermaster, or acting quartermaster, should at all times have a supply of the standard form of Government bill of lading in his possession. If, however, a quartermaster, or acting quartermaster, is without Government bills of lading he may, *as an emergency measure only*, make a shipment on the regular commercial bill of lading, noting thereon that the shipment is for the Government, making the same number of copies, and disposing of them, as prescribed for the Government bill of lading, and advising the receiving officer and also the disbursing officer by whom the transportation account will be settled of his action and the reason therefor in full. The consignee will, on receipt of the property, attach to the commercial bill of lading a consignee's certificate of delivery in the same form as shown on the original Government bill of lading.

250. In order that the department may avail itself of the lowest legal rates applying on shipments care should be exercised in classifying, crating, and packing articles for shipment. The bill of lading should describe the articles comprising the shipment by their commercial name, and clearly indicate the manner of packing, whether boxed, crated, burlapped, etc. Articles that can be nested or knocked down should be so packed and so stated on the bill of lading, and the material composing the article should be stated, such as wood, iron, copper, enameled ware, tinware, etc.

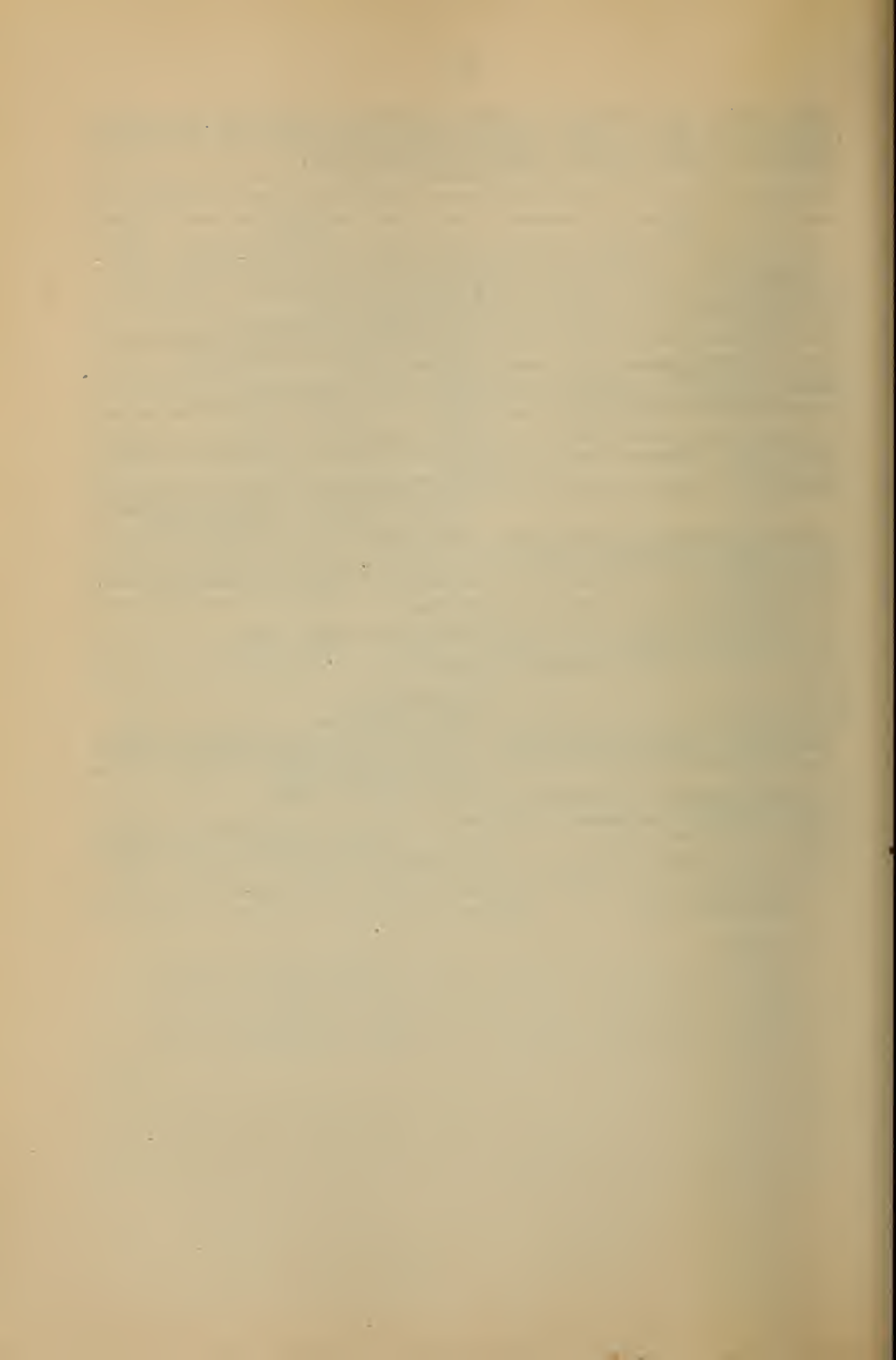
251. Two or more packages comprising articles in no way analogous should not be stated as one item on a bill of lading, as, for example, "two boxes, clothing and tent pins," but should be stated as two separate items. Like articles should be packed together in boxes or crates, as packages containing articles of more than one class will be charged at the rate for the highest classed article contained therein.

252. Household effects of officers should be billed as "Household goods," itemizing the number of boxes, crates, bundles, etc., stating separately the packages of professional books, as, for example:

	Pounds.
8 boxes household goods.....	1,678
3 crates household goods.....	459
4 bundles household goods.....	284
2 boxes professional books.....	261

253. The following instructions should be observed in describing the articles enumerated on bills of lading, and when practicable should be so packed and shipped as to comply with the classification shown herein :

Names by which articles are often erroneously stated.	Names by which articles should be described on bills of lading.
Field ovens or ranges..... T rods..... Cots, field or folding..... Carts, hand..... Cans, ash, garbage, or water.....	Stoves, N. O. S. (Does not apply to bakers' ovens.) Mosquito net frames, iron. Cots, N. O. S., K. D. Carts, hand, K. D., wheels detached. Should be nested when practicable and so stated, together with material article composed of.
Poles, tent, of all descriptions..... Tents, of all descriptions..... Buckets..... Bunks, iron, and linked-wire mattresses.....	Poles, tent. Tents. Buckets (wooden or galvanized iron), nested. Bedsteads, iron, and linked-wire mattresses, combined K. D.
Plates, cups, bowls, earthenware..... Chairs, barracks, wooden.....	Crochery, earthenware. Chairs, without rockers, wooden, tied in pairs seat to seat.
Soap, all kinds..... Provisions.....	Soap (state value per pound). When various articles are packed separately in boxes or crates, state separately with manner of packing, as, 1 box corn, in cans; 1 box evaporated prunes.
Cartridges, ball loaded; gallery, loaded; revolver, loaded; sub-caliber, loaded; dummy, loaded. Cartridges, blank, rifle or revolver..... Cartridge shells, empty, small-arms, being returned for reloading.	Cartridges, metallic, loaded (small-arms ammunition).
Cartridge shells, empty, small-arms, when useless and being returned as scrap.	Cartridges, blank (small-arms ammunition).
Cases, brass or metallic; for guns (not small-arms), empty, returned for reloading.	Cartridge shells for small-arms, metallic, empty, used.
Cases, as above, when useless and returned as scrap.	Scrap brass.
Rifles..... Revolvers..... Primers (all kinds).....	Cartridge cases for ordnance, empty. Scrap brass. Firearms (rifles). Firearms (revolvers). Primers (naming kind).
Fixed ammunition (being ammunition assembled and ready for instant use; only for guns using projectiles weighing 1 pound or more).	Fixed ammunition (for cannon, explosive projectiles), or Fixed ammunition (for cannon, empty projectiles), according to whether projectiles do or do not contain a bursting charge. Projectiles, cast-iron, unloaded.
Shrapnel, empty (containing neither a projectile nor a bursting charge).	Fixed ammunition (for cannon, explosive projectiles).
Shrapnel (when loaded with bursting charge with fuse on either base or point).	Fuses (naming kind), as detonating percussion, time or combination, or safety.
Fuses.....	



Section 17.—CLAIMS AGAINST CARRIERS.

261. The Government bill of lading contains the following provision:

"(1) Unless otherwise specifically provided hereon, this bill of lading is subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier."

262. In case of loss or damage to property while in the possession of the carrier, such loss or damage shall, when practicable, be noted on the bill of lading before its accomplishment. All practicable steps shall be taken at that time to determine the loss or damage and the liability therefor, and to collect and transmit to the proper officer, without delay, all evidence as to the same. Should the loss or damage not be discovered until after the bill of lading has been accomplished, the proper officer shall be notified as soon as the loss or damage is discovered, and the agent of the carrier advised immediately of such loss or damage, extending privilege of examination of shipment. (Note: The "proper officer" is the officer designated to settle the account for transportation.)

263. Claims for loss, damage, or delay must be made in writing to the carrier at point of delivery or at point of origin within six months after delivery of the property, or in case of failure to make delivery, then within six months after a reasonable time for delivery has elapsed. Unless claims are so made the carrier shall not be liable.

(1) In order that this rule may be complied with in all cases of loss or damage to public property, the agent of the carrier should be notified in writing of any loss or damage and informed that proper notation has been made on the bill of lading showing the loss or damage incurred and that same constitutes a claim for the value thereof. In cases of loss or damage to personal property or baggage transported on Government bills of lading, the agent of the carrier should be notified in writing that claim will probably be filed by the owner of the property; the owner also being advised that it is incumbent upon him to file claim with the carrier within six months after delivery, as otherwise the carrier will decline to entertain claim.

264. Public property that has been in transit will be carefully checked upon arrival at its destination by the receiving officer with the bill of lading or manifest in order to ascertain whether the carrier has fully carried out all obligations imposed upon him. Should any discrepancy, loss, or damage be found, the receiving officer will at once make application for a surveying officer, by whom the facts will be fully investigated (unless the carrier voluntarily assumes liability for the loss), and the money value of the damage or defi-

ciency will be charged to the party responsible therefor. The property will be delivered by the receiving officer to the officer to whom it is invoiced or to other proper consignee, with a statement of the deficiency or damage and that action by a surveying officer has been requested. In case the responsibility is fixed upon the carrier the receiving officer will note on the bill of lading the deductions which shall be made for such loss or damage by the quartermaster who pays the account, and that officer will be furnished with a certified copy of the approved report of survey.

265. Should the officer to whom the property is invoiced on receipt of the same discover loss, damage, or discrepancy not noted by the receiving officer, he will at once make application for a surveying officer, notifying the receiving officer of the action. In the case of shipments to the Philippine Islands via commercial lines, the receiving officer is authorized to accomplish bills of lading on the receipt of stores, noting thereon the value of the stores lost or damaged, as shown by the invoices, plus the cost of transportation, settlement to be made with the carriers with proper deduction to cover the value of the stores and the cost of transportation, final settlement to await the action of a surveying officer, to be called for immediately by the receiving officer.

266. In case of loss or damage to private property of officers or other persons connected with the military service, that has been shipped on Government bill of lading, the Comptroller of the Treasury has decided that any claim for loss or damage to the property by the carrier is a matter between the owner of the property and the carrier, and that there is no authority of law for the withholding of money due by the Government to the carrier to reimburse the owner for the loss of his property. The proper officer of the Quartermaster's Department will, however, exhaust every proper means to have a satisfactory adjustment made. The owner of the property must file claim with the carrier for any loss or damage, but the claim may be filed through the disbursing officer designated to settle the account, and that officer will, in such cases, endeavor to effect a prompt and equitable settlement.

267. If at any time subsequent to the receipt of a shipment property that has been reported as missing should be located or received, that fact will immediately be reported to the proper disbursing officer, stating the number and date of the bill of lading as well as the name of the shipping officer.

268. Payment for transportation will be made to the last carrier, unless otherwise provided in the bill of lading, and only for the quantity of stores delivered at destination, except that in case of loss of weight from natural shrinkage en route the weight shipped as shown on the bill of lading will be paid for, provided the packages are delivered intact. The payee will be held responsible for all loss or damage to stores while in transit unless released by a surveying officer, and such loss or damage will be deducted in making settlement for service.

Section 18.—TRANSPORTATION OF BAGGAGE.

271. In changing station an officer's authorized allowance of baggage will be turned over to the Quartermaster's Department to be packed, crated, weighed, and marked for transportation as freight by ordinary freight lines. This transportation will be from the officer's quarters at one station to his quarters at the other, and his effects will be placed therein, but not unpacked.

272. Requests for such transportation on Form N. M. C. 150 (Revised) will be addressed to the representative of the Quartermaster's Department at the post or station from whence transportation is desired, and will be accompanied by certified copies of orders, in duplicate, directing the change of station of the officer, noncommissioned officer, or civilian clerk concerned. A certificate will in all cases be entered upon the request showing that the goods to be transported are the property of the person requesting shipment. The original request for the transportation of baggage, together with certified copies of orders directing the change of station, will be forwarded with the memorandum bill of lading issued in the case to the officer designated to settle the freight charges thereon. A report of packing, crating, and shipment will in every case be forwarded to the Quartermaster on Form N. M. C. 691.

273. The baggage to be transported at public expense, including mess chests and personal baggage, upon change of station, will not exceed when packed and crated the following gross weights:

Rank.	In the field or tempo- rary change of station.	Permanent change of station.
	<i>Pounds.</i>	<i>Pounds.</i>
Major General.....	1,000	10,500
Brigadier General.....	700	8,400
Field officer.....	400	7,200
Captain.....	200	6,000
First lieutenant.....	150	5,100
Second lieutenant.....	150	4,500
Gunners, quartermaster clerks, and clerks to assistant paymasters.....	150	3,000
Sergeants major, quartermaster sergeants, first and gunnery sergeants.....		3,000
Sergeants.....		1,500
Civilian employees of the classified service transferred for the good of the service.....		3,000

These allowances are in excess of the weights transported free of charge under the regular fare by public carriers. They may be reduced pro rata by the Major General Commandant and on foreign station by the commanding officer, if necessary, and may in special cases be increased by the Major General Commandant on transports by water.

274. Baggage in excess of the foregoing allowances will be shipped upon the same bill of lading with the regulation allowance upon deposit with the shipping officer, prior to issue of the bill of lading, of a sum equal to the commercial freight charges on the same, to be ascertained from or through the agent of the carrier at point of shipment, and cost of exchange for remittance to the officer who will settle the transportation charges. The excess will not be shipped on Government bill of lading unless such deposit be first made.

275. Bills of lading covering shipments of baggage will in all cases carry notation, "Released valuation \$10 per 100 pounds," unless the owner files written authority with the shipping officer to ship his entire baggage unreleased. In the latter case bills of lading must carry the notation, "Unlimited valuation," provided the owner deposits with the shipping officer a sum equal to the additional commercial cost of shipment as "unlimited valuation."

276. An officer detailed for duty in a foreign country as a military attaché is entitled to packing, crating, and transportation of professional books and papers and the number of pounds of personal baggage specified in the table above.

277. The Quartermaster's Department will pack, crate, and transport the authorized change of station allowance of baggage and professional books and papers for officers or enlisted men upon retirement, or who die in the service, from their last duty stations to such places within the limits of the United States as may be the homes of their families, or as may be designated by their legal representatives or executors; also 150 pounds of baggage, inclusive of the quantity carried free by transportation companies, for enlisted men below the grade of sergeant, who die in the service, from their last duty stations to such places within the limits of the United States as may be the homes of their families, or as may be designated by their legal representatives or executors.

278. Packing, crating, and transportation for 1,500 pounds of baggage will be furnished to graduates of the United States Naval Academy and officers promoted from the ranks on their first assignment to duty as officers (from their homes or former stations). With these exceptions, transportation of baggage at public expense is not authorized when joining for duty on first appointment to the military or civil service, nor upon reinstatement or reappointment, nor to effect transfers from one station to another, at the request of those transferred. Officers on temporary duty are entitled only to the allowance for temporary change of station as authorized in paragraph 273.

279. In lieu of the allowance authorized for permanent change of station, an officer detailed as an attaché, or an officer, noncommissioned officer, or civilian employee entitled to an allowance of baggage under the provisions of paragraph 273 under orders for extended service over the sea, for duty in Alaska, or on board a Government vessel, is entitled to have his full allowance transported from the station he leaves to his home or to the nearest convenient place of storage, and, upon resuming duty in the United States, from such places to his post of duty, or, if he so desires, a portion of his allowance may be shipped abroad and the balance to such point as he may designate in the

United States for storage. Officers, noncommissioned officers, and civilian employees desiring to make shipment of baggage under the preceding clause will furnish shipping officers with a certificate showing whether other shipments have been made or are contemplated at public expense to or from other points and, if so, the weight of such property.

280. When enlisted men become separated from their effects, as described in paragraph 281, System of Accountability, U. S. M. C., 1916, shipment of such effects, not exceeding 150 pounds per man, will be made on the direct request of the commanding officer at the post where the men are stationed to the commanding officer at the post where the effects are stored. This will not apply to shipments to their homes of effects belonging to discharged marines, for which there is no authority. Requests for shipment should include all information necessary for locating the effects, and any difficulty arising from the fact that all or part of the effects can not be located should be adjusted by correspondence between the posts interested and not by reference to the Quartermaster.

281. The shipments prescribed in the preceding paragraph will be securely packed and made in the most economical manner, using Government conveyance when practicable. In cases of emergency when time will not admit of shipment by freight, as in cases where men are to be discharged, shipment may be made by express upon the request of the proper commanding officer to that effect. Where men have become separated from their effects through their own fault the cost of making the shipment will be checked against the accounts of the men and a certified copy of such checkage furnished the Quartermaster.

282. The Quartermaster's Department will pack, crate, and furnish transportation for the prescribed regimental and company desks, for the books, papers, and instruments of staff officers necessary to the performance of their duties; also for professional books, including standard works of fiction, of officers changing station, officers ordered home for retirement, graduates of the United States Naval Academy, and officers promoted from the ranks on their first assignment to duty as officers, which they certify belong to them and pertain to their official duties. Invoices of packages turned over to the shipping officer will be accompanied by the certificate of the officer as to the character of books, and a certified copy will be attached to the bill of lading issued at the initial point of shipment. Shipment of professional books will be made at released valuation except as provided for the baggage allowance in paragraph 275.

283. In addition to the baggage allowance shown in paragraph 273, not to exceed 500 pounds of professional books will be transported at public expense for noncommissioned officers above the grade of sergeant, upon the certificate of the noncommissioned officer as provided in paragraph 282 for officers.

284. The regulations provide that baggage must be turned over to the Quartermaster's Department for shipment, and the Comptroller of the Treasury has consistently held that there is no authority for the reimbursement of officers or others who make shipments of baggage at their own expense.

Officers stationed at points where there is no representative of the Quartermaster's Department should call upon the nearest representative of the Quartermaster's Department for authority for such transportation. If conditions are such that there is not sufficient time to await Government bills of lading, the shipment may be made on a commercial bill of lading collect and the charges guaranteed by the shipper, and action will be taken as outlined in paragraph 249.

285. Automobiles, or other vehicles, may be included as part of an officer's change of station allowance of baggage, but in case there is an excess over the authorized allowance the Comptroller of the Treasury has held that the automobile must be considered as the excess and the officer must pay the amount charged for its transportation or the proportionate cost thereof, if the excess weight is less than the total weight of the automobile.

286. A limit of one year from date of retirement or decease is fixed during which the change of station allowance of the personal effects, professional books and papers may be transported at public expense to the homes of retired officers or to such points within the limits of the United States as the relatives or friends of deceased officers may designate. All property shipped after the time limit herein fixed will not be at public expense.

287. The shipment to their homes of property of wholly retired officers can not be made at public expense. The property of honorably discharged officers, or of officers who resign from the service, can not be transported to their homes at public expense upon such discharge or resignation.

288. The maximum money allowance for packing and crating for each grade, exclusive of professional books and papers, will be as follows, and will not be exceeded. When less than the maximum allowance for each grade is transported a proportionate decrease in the cost of packing and crating will be made:

Rank.	Permanent change of station.
Major general.....	\$63.00
Brigadier general.....	50.40
Field officer.....	43.20
Captain.....	36.00
First lieutenant.....	30.60
Second lieutenant.....	27.00
Gunners, quartermaster clerks, and clerks to assistant paymasters.....	18.00
Sergeants major, quartermaster sergeants, first and gunnery sergeants.....	18.00
Sergeants.....	9.00
Civilian employees of the classified service transferred for the good of the service.....	18.00

289. The maximum tare weight of any of the foregoing allowances will not exceed one-fifth of the gross weight. Any saving in tare weight effects an increase in net weight. With this end in view, burlap and excelsior should be used as much as possible as a substitute for crating, and the use of lumber should be limited as much as possible. Should the owner desire lighter pack-

ing or crating than the shipping officer deems sufficient, the lighter crating or packing will be used only upon written request of the owner.

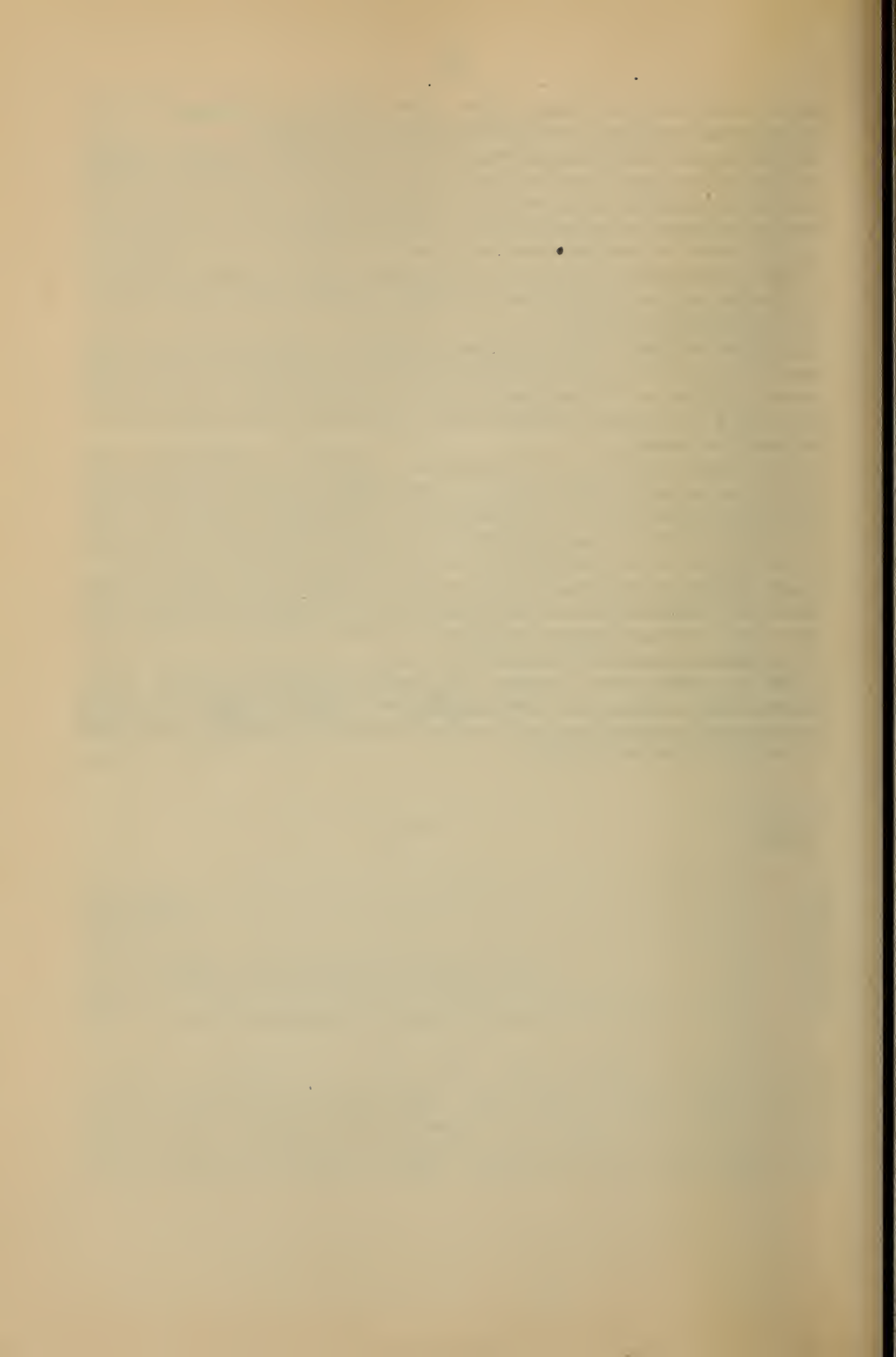
290. The cost of packing professional books and papers, including standard works of fiction, for officers changing station, is not included in the allowance for packing household goods, but it is thought that the material required for packing books and papers should be of such character as not to require any expense, boxes and packing cases being usually available for such purposes.

291. Authority for packing and crating does not include a temporary absence on detached service from the post or station, but there must be an order for an actual change of station.

292. The maximum cost of packing and crating of change of station allowance of baggage is prescribed in paragraph 288, and the actual cost for the respective grades will in no case exceed the amounts stated. The allowance for packing and crating household goods covers both material and labor, and can not be exceeded.

293. Officers stationed or having baggage which they are entitled to have transported at points where there is no representative of the Quartermaster's Department should, when requiring packing, crating, and shipment of their allowance of baggage, make application in writing to the nearest representative of the Quartermaster's Department, who will authorize the services, the cost of which will not exceed the maximum cost for the grade of the officer making application as prescribed in paragraph 288, and will also furnish the necessary forms upon which to procure bids for the packing, crating and hauling, and bill of lading for making the shipment.

294. All crates, boxes, barrels, and packing materials supplied by the Quartermaster's Department for packing and crating baggage are public property, will be cared for as such, and so long as serviceable will be continued in use for packing and crating.



295. Except as shown in paragraphs 277, 278 and 279, transportation of baggage from a point other than former station or to a point other than new station is not authorized. (C. I. G. T. 1)

296. Numbers on packages of household goods placed thereon by the owner for purposes of identification will not be erased by shipping officers unless a record thereof is made showing the owner's numbers and those corresponding therewith which have been placed on packages by the shipping officer. One copy of this record will be furnished the owner and one retained in the files of the shipping officer. (C. I. G. T. 1)

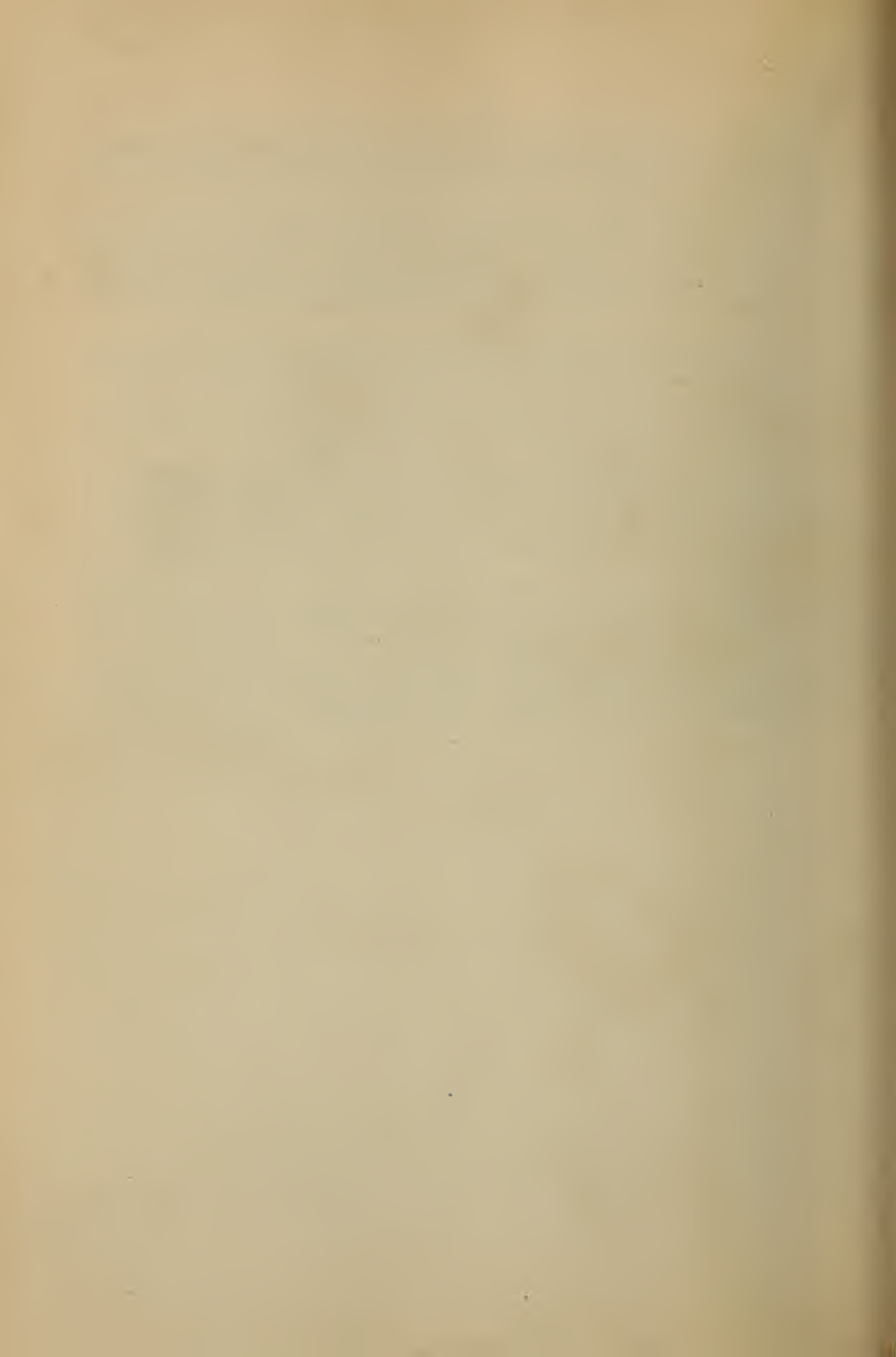
297. The hauling of baggage, household goods, and personal effects incident to its transportation is authorized at public expense, and such hauling as may be necessary will be furnished by the Quartermaster's Department. (C. I. G. T. 1)

298. There is no authority for reimbursement where the cost of hauling is paid from personal funds, the Comptroller of the Treasury having held:

"There is no law, or regulation having the force of law, which makes provision for the reimbursement of a person who hauls his baggage upon his own responsibility at his own expense. This hauling was voluntary on the part of the person concerned, and, under the circumstances appearing, reimbursement of the cost of the hauling is not authorized." (Comp. Feb. 26, 1916).

(C. I. G. T. 1)

299. An officer under orders to change station to or from a point where there is no representative of the Quartermaster's Department available will arrange for the hauling of his baggage in the most economical manner and will forward the bill to the disbursing officer designated to settle the charges for payment, certifying thereon that the service was actually performed, was incurred after competition, if any, and that the amount charged is just and reasonable. (See paragraph 17.) (C. I. G. T. 1)



Section 19.—TRANSPORTATION OF ANIMALS.

301. The Quartermaster's Department will transport for officers changing station the number of horses for which they are legally entitled to forage, and an attendant to accompany the horses when necessary, subject to the following restrictions:

(1) That the expense to the United States shall not exceed \$100 for each horse transported. The entire cost of such shipment may be paid by the Quartermaster's Department, but if the entire cost exceeds \$100 for each horse, including transportation of attendant, if any, the excess cost must be refunded to the Quartermaster by the owner. The expenses of the attendant other than his transportation will not be paid by the Quartermaster's Department, except that when an enlisted man is ordered to be such attendant there may be paid also commutation of rations when necessary.

(2) That the shipment shall be made at a valuation of not to exceed \$100 per animal, unless the owner pays the cost incident to increased valuation.

(3) That the horses are owned by the officer and are intended to be used by him at his new station in the public service.

(4) The horses of deceased or retired officers, or officers ordered to their homes to await retirement, or of officers effecting a voluntary transfer, will not be transported at public expense.

(5) When horses are purchased by officers at points other than their station the Quartermaster's Department will transport them from points of purchase to the station of the officer, provided the officer is entitled to have and has not had his authorized private mounts shipped from his old to his new station, and provided, when the cost of shipment from point of purchase to new station exceeds the cost from the old to the new station on last change of station, the officer will deposit the excess cost with the shipping officer when shipment is made by the Quartermaster's Department.

(6) Officers ordered for extended service over the seas or to Alaska, if they so desire, may have their authorized mounts transported from their old stations to any designated point in the United States for safe-keeping, and upon their return transported to their new stations in the United States.

(7) Private mounts of officers in excess of the authorized number of mounts may be shipped on the same Government bill of lading with authorized mounts, upon deposit with the shipping officers, prior to shipment, of a sum equal to the commercial freight charges on the excess mount or mounts, to be ascertained from or through the agent of the carrier at point of shipment, and the cost of exchange for remittance to the officer who will settle the transporta-

tion charges. The excess mounts will not be shipped on Government bill of lading unless such deposit be first made.

(8) Officers making application for shipment of mounts will in all cases specify the last change of station, referring to orders under which it was made, and also the number of private mounts previously transported, if any, on last change of station.

302. When private mounts of officers are shipped on change of station under the provisions of paragraph 301, a descriptive card of each mount will accompany the invoice covering the shipment so as to enable the receiving officer readily to identify the animal at destination.

303. All private mounts turned over to the Quartermaster's Department for transportation must be accompanied by a certificate, in duplicate, signed by the owner of the mounts, stating that they are authorized mounts and intended for use in the public service at the new station, and giving reference to the order for the change of station. These certificates should be attached to the memorandum bill of lading.

304. An officer stationed at a point where he is on mounted status and who is transferred to another station as an unmounted officer will be furnished transportation at public expense for his authorized mounts.

(1) An officer on change of station from a point where he is on a dismounted status to a station where his duties require him to be mounted will be furnished transportation for his authorized mounts at public expense.

(2) An officer who is on a dismounted status and changes station as an unmounted officer but after arrival at his new station is assigned to duty which requires him to be mounted is not entitled to transportation at public expense of his private mounts from his old station.

305. There is no authority under which the cost of building stalls in box cars for transportation of private mounts can be paid from public funds. If stalls are desired by the officers concerned, the expenses of installation must be paid by the officers from personal funds.

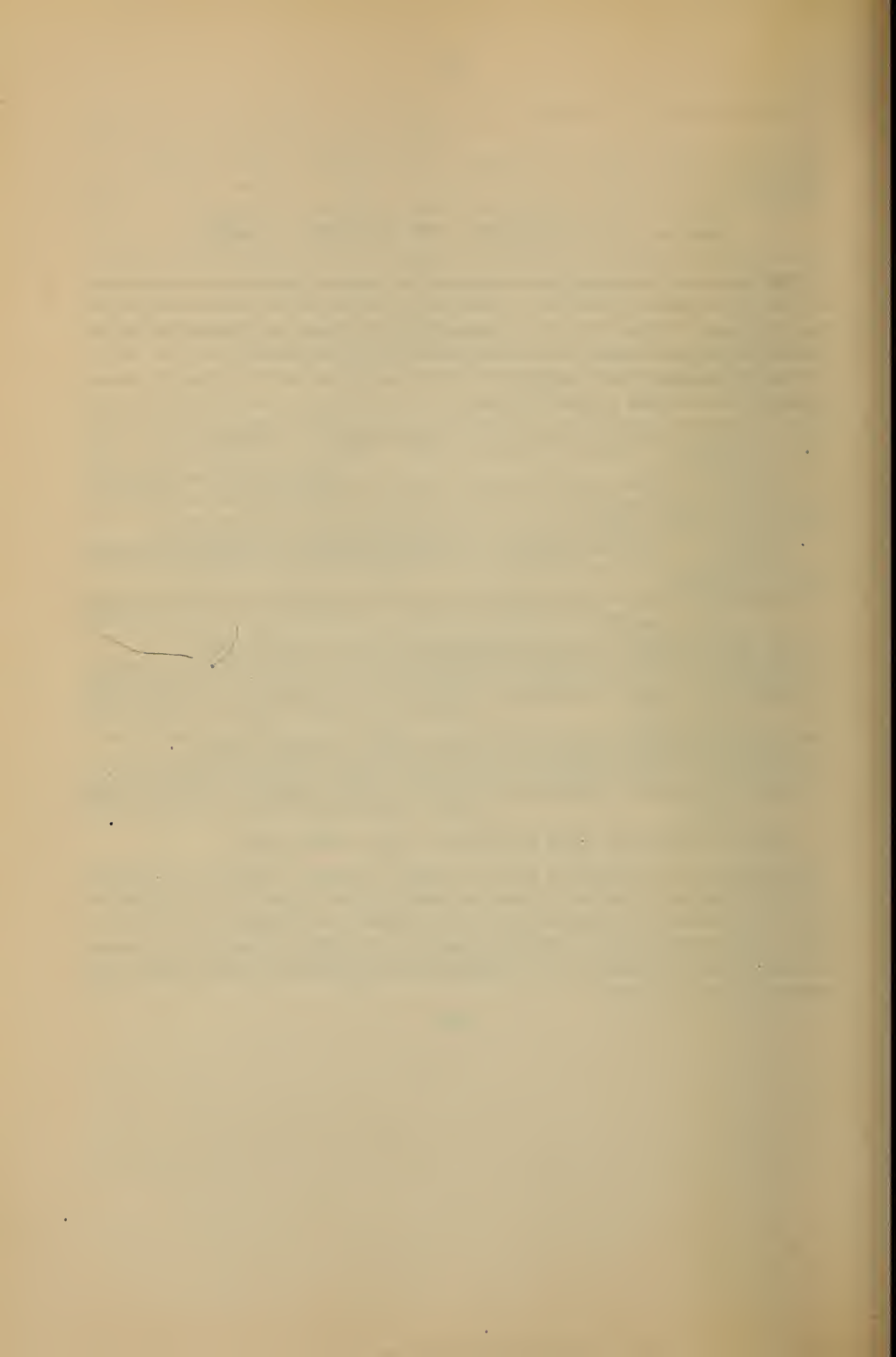
Section 20.—ACCOUNTS AND VOUCHER FORMS.

311. Accounts for passenger transportation, parlor and sleeping car accommodations, express and freight shipments, are billed direct by the carriers to the department indicated on the transportation requests and bills of lading on voucher forms prescribed by the Comptroller of the Treasury.

312. The voucher forms approved by the Comptroller of the Treasury, under date of June 19, 1915, are as follows:

- No. 9. Public voucher (original) for transportation of passengers (no land grant).
- 10. Public voucher (memorandum copy) for transportation of passengers (no land grant).
- 11. First and follow sheet for passenger voucher (no land grant).
- 12. Public voucher (original) for transportation of passengers (land grant).
- 13. Public voucher (memorandum copy) for transportation of passengers (land grant).
- 14. First and follow sheet for passenger voucher (land grant).
- 15. Public voucher (original) for transportation of freight (no land grant).
- 16. Public voucher (memorandum copy) for transportation of freight (no land grant).
- 17. First and follow sheet for freight voucher (no land grant).
- 18. Public voucher (original) for transportation of freight (land grant).
- 19. Public voucher (memorandum copy) for transportation of freight (land grant).
- 20. First and follow sheet for freight voucher (land grant).

313. Under an arrangement with the Public Printer, a supply of the standard blank voucher forms will be kept in stock by him, subject to the requisition of the transportation companies, who will address their requests for blanks on which to bill transportation charges directly to the Public Printer, Government Printing Office, Washington, D. C., using for this purpose the form numbers and description given above.



APPENDIX.

The following data relative to posts and stations of the Marine Corps, with instructions as to routing and the issuance of bills of lading and transportation requests thereto, should be followed closely in issuing bills of lading and transportation requests:

Annapolis, Md., Marine Barracks, Naval Academy.—Post-office and telegraph address, same. Railroad station, Annapolis, Md. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

Boston, Mass., Marine Barracks, Navy Yard.—Post-office and telegraph address, same. Railroad and steamship terminals, Boston, Mass. Baggage and freight shipments delivered by contractor. Bills of lading should be mailed to the post quartermaster.

Charleston, S. C., Marine Barracks, Navy Yard.—Post-office and telegraph address, same. Railroad and steamship terminals, Charleston, S. C., which are 7 miles from the navy yard. Street car service, fare, 10 cents. Baggage delivered by Government vehicles. Freight shipments by rail are delivered at the navy yard and bills of lading to cover should be issued to Navy Yard, Charleston, S. C. Freight shipments by water are drayed to the marine barracks. Bills of lading should be mailed to the post quartermaster.

Guam, Marine Barracks, Naval Station.—Post-office address, Marine Barracks, Naval Station, Island of Guam. Passenger service from San Francisco, Cal., via U. S. Army transports. Freight shipments should be made to San Francisco, Cal., in care of the Depot Quartermaster, Marine Corps, to be forwarded by him via Army transports or commercial line. The cubic measurement in cubic feet, or decimals thereof, must be shown on all shipments, and on each item on a bill of lading. All shipments must be plainly marked, showing consignee, and destination, in care Depot Quartermaster, Marine Corps, San Francisco, Cal. Bills of lading should be mailed to the Depot Quartermaster, San Francisco, Cal.

Guantanamo Bay, Cuba, Marine Barracks, Naval Station.—Post-office address, same. Railroad stations: Caimanera, Cuba, distance, 5 miles; Boqueron, Cuba, distance, 5 miles. Reached by Government boats. Steamship terminal: steamers of the New York & Cuba Mail Steamship Co. call at the naval station wharf. Passenger service via New York, N. Y., and New York & Cuba Mail Steamship Co. Freight shipments other than those from the Depot of Supplies, Marine Corps, Philadelphia, Pa., will be consigned to the Post Quartermaster, Marine Barracks, Navy Yard, New York, N. Y., for further shipment by him to destination. Bills of lading should be mailed to that officer. The

cubic measurement in cubic feet, or decimals thereof, must be shown on all shipments, and on each item on a bill of lading. All shipments must be plainly marked, showing consignee and destination, in care Post Quartermaster, Marine Barracks, Navy Yard, New York, N. Y.

Hingham, Mass., Marine Barracks, Naval Magazine.—Post-office and telegraph address, same. Requests should be issued to Hingham, Mass. Freight shipments should be made to Hingham, and bills of lading mailed to the Commanding Officer, Marine Barracks. Baggage and freight shipments delivered by Government vehicles.

Hawaii, Marine Barracks, Naval Station, Pearl Harbor.—Post-office address, same. Passenger service from San Francisco, Cal., via U. S. Army transports or commercial lines. Freight shipments should be made to San Francisco, Cal., in care of the Depot Quartermaster, Marine Corps, to be forwarded by him via Army transports or commercial lines. The cubic measurement in cubic feet, or decimals thereof, must be shown on all shipments, and on each item on a bill of lading. All shipments must be plainly marked, showing consignee and destination, in care Depot Quartermaster, Marine Corps, San Francisco, Cal., and bills of lading should be mailed to that officer.

Iona Island, N. Y., Marine Detachment, Naval Magazine.—Post-office and telegraph address, same. Railroad station, Iona Island, N. Y., on West Shore Railroad. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the noncommissioned officer in charge.

Key West, Fla., Marine Barracks, Naval Station.—Post-office and telegraph address, same. Railroad and steamship terminals, Key West, Fla. Baggage delivered by contractor on order of the commanding officer. Freight shipments by steamer lines delivered by said companies. Freight shipments by rail delivered by contractor on order of the commanding officer. Bills of lading should be mailed to the commanding officer.

Lake Denmark, Dover, N. J., Marine Detachment, Naval Magazine.—Post-office and telegraph address, Dover, N. J. Transportation requests should be issued to Dover, N. J. Bills of lading should be issued to Lake Denmark, N. J. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the commanding officer.

Las Animas, Colo., Marine Detachment, Naval Hospital.—Post-office and telegraph address, same. Transportation requests should be issued to Las Animas. Distance from hospital, 7 miles. Automobile service for passengers and baggage cost \$1.50 for one person and 50 cents for each additional person, including baggage. Enlisted men transferred to Las Animas should be so routed as to arrive during the day in order to obtain transfer service to the hospital. Bills of lading should be issued to Rixey, Colo., which is 3 miles from the hospital. Bills of lading should be mailed to the noncommissioned officer in charge.

Managua, Nicaragua, Marine Detachment, American Legation.—Post-office address, same. Railroad service between Managua and Corinto, the latter point being a seaport. Steamship terminal, Corinto. Passenger service via New

York, N. Y., or New Orleans, La., to Canal Zone, Panama, thence Pacific Mail Steamship Co., or via San Francisco, Cal., and Pacific Mail Steamship Co. to Corinto. Freight shipments from points in the East other than from the Depot of Supplies, Marine Corps, Philadelphia, Pa., should be made to Pier No. 67, Foot of West Twenty-seventh Street, New York, in care of the Post Quartermaster, Marine Barracks, Navy Yard, New York, N. Y., for forwarding from that point to Corinto via U. S. Army transports or Panama Railroad Steamship Co., mailing the bill of lading to that officer. Freight shipments from points on the West coast should be made to San Francisco, Cal., in care of the Depot Quartermaster, Marine Corps, to be forwarded by him to Corinto, mailing the bill of lading to that officer. The cubic measurement in cubic feet, or decimals thereof, must be shown on all shipments, and on each item on a bill of lading. All shipments must be plainly marked, showing consignee and destination, in care of the Post Quartermaster, New York, or Depot Quartermaster, San Francisco, as the case may be. Shipments from Corinto to Managua will be handled by the Post Quartermaster at Managua. Bills of lading issued for shipments to Corinto should be mailed to the Post Quartermaster at Managua. Marine Corps shipments are exempt from the payment of consular duties and presentation of consular invoices.

Mare Island, Cal., Marine Barracks, Navy Yard.—Post-office address, Vallejo, Cal. Telegraph address, Mare Island, Cal. Railroad station when routed via Southern Pacific Co., North Vallejo Wharf, Cal. When routed via Atchison, Topeka & Santa Fe or Western Pacific Railways, tickets include passage between San Francisco and the navy yard via Monticello Steamship Co. Passengers routed over the Southern Pacific Co. from points east of Ogden, Utah, should be via trains due to arrive at Vallejo Junction before 6.15 p. m., in order to catch the last boat for Vallejo. Delivery of baggage handled by the post quartermaster. Freight shipments should be made to Mare Island and bills of lading mailed to the post quartermaster.

New Orleans, La., Marine Barracks, Naval Station.—Located at Algiers, La., on west side of the Mississippi River. Post-office and telegraph address, New Orleans. Railroad and steamship terminals, New Orleans. Transportation requests should be issued to New Orleans, La. Bills of lading should be issued to New Orleans, La., and mailed to the post quartermaster. Delivery of baggage and freight shipments made by Government vehicles. Express shipments should be made to Algiers, La.

New York, N. Y., Marine Barracks, Navy Yard.—Located at Brooklyn, N. Y. Post-office and telegraph address, New York, N. Y. Railroad and steamship terminals, New York, N. Y. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

Norfolk, Va., Marine Barracks, Navy Yard.—Located at Portsmouth, Va. Post-office and telegraph address, Norfolk, Va. Railroad and steamship terminals, both Norfolk and Portsmouth. Freight and passenger rates same to either point. Passengers arriving at or leaving from Norfolk require ferry

fare to and from Portsmouth—fare two tickets for 5 cents. Street car service in Portsmouth to and from marine barracks, fare 5 cents. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

Peking, China, Marine Detachment, American Legation.—Post-office address, same. Transportation of passengers from San Francisco, Cal., via U. S. Army transports to Manila, P. I.; thence via Government vessel or commercial line to port of debarkation in China and rail to destination. Freight shipments should be made to San Francisco, Cal., in care of the Depot Quartermaster, Marine Corps, to be forwarded by him via U. S. Army transport to Manila, P. I., when practicable for further shipment to destination or via commercial line direct. The cubic measurement in cubic feet, or decimals thereof, must be shown on all shipments and on each item on a bill of lading. All shipments must be plainly marked, showing consignee and destination in care of Depot Quartermaster, Marine Corps, San Francisco, Cal.

Pensacola, Fla., Marine Barracks.—Located at Warrington, Fla.; distance, 7 miles from Pensacola. Post-office address, Warrington, Fla. Railroad and telegraph station, Pensacola, Fla. Electric line to the marine barracks, which is equipped for hauling freight in carload lots or less. Cars switched from Louisville & Nashville Railroad to electric line in Pensacola. Transportation requests should be issued to Pensacola. Bills of lading should be issued to Pensacola and mailed to post quartermaster. Street car fare, 15 cents, or 25 cents round trip. Baggage and freight shipments (less than carload) delivered by Government vehicles.

Philadelphia, Pa., Depot of Supplies.—Post-office and telegraph address, 1100 South Broad Street. Railroad and steamship terminals, Philadelphia, Pa. Freight shipments for the depot via Pennsylvania R. R. should be billed to Broad Street and Washington Avenue, Philadelphia, Pa. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the depot quartermaster.

Philadelphia, Pa., Marine Barracks, Navy Yard.—Post-office and telegraph address, same. Railroad and steamship terminals, Philadelphia, Pa. Street car service between the navy yard and railroad stations and steamship wharves. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

Philippine Islands.—Transportation of passengers from San Francisco, Cal., via U. S. Army transports to Manila, P. I. Freight shipments should be made to San Francisco, Cal., in care of the Depot Quartermaster, Marine Corps, to be forwarded by him via Army transport or commercial line. The cubic measurement in cubic feet, or decimals thereof, must be shown on all shipments and on each item on a bill of lading. All shipments must be plainly marked, showing consignee and destination, in care of the Depot Quartermaster, Marine Corps, San Francisco, Cal. All shipments for the Philippine Islands should be consigned to the Depot Quartermaster, Marine Corps, Cavite, P. I.

Port Royal, S. C., Marine Barracks.—Located on Paris Island, $1\frac{1}{2}$ miles from the town of Port Royal. Post-office and telegraph address, Port Royal, S. C.

Railroad station, Port Royal, S. C. Steamship line, Beaufort & Savannah Line to and from Savannah and calls at the wharf at the marine barracks. Passengers arriving at Port Royal by rail use Government boat to the marine barracks. Freight shipments from Boston, New York, and Philadelphia should be made by water lines to Savannah, thence Beaufort & Savannah Line. Shipments by rail should be made to Port Royal, S. C., showing the Charleston & Western Carolina Railway as delivering carrier. Baggage and freight shipments handled by Government vehicles. Bills of lading should be mailed to the post quartermaster.

Portsmouth, N. H., Marine Barracks, Navy Yard.—Located at Kittery, Me. Post-office and telegraph address, Portsmouth, N. H. Railroad station, Portsmouth, N. H. Electric cars and ferry, $1\frac{1}{2}$ miles; fare, 6 cents. Government ferry and highway, $1\frac{1}{2}$ miles. Delivery of baggage made by Government vehicles. Freight shipments delivered direct to the navy yard by railroad, and bills of lading should be issued to Navy Yard, Portsmouth, N. H. Bills of lading should be mailed to the post quartermaster.

Portsmouth, N. H., Naval Prison, Navy Yard.—Same as Marine Barracks, Navy Yard, Portsmouth, N. H.

Puget Sound, Wash., Marine Barracks, Navy Yard.—Located at Bremerton, Wash. Post-office and telegraph address, Bremerton, Wash. Railroad and steamship terminals, Seattle, Wash. Steamers of the Navy Yard Route ply between Coleman Dock, Seattle, and the navy yard; fare, 25 cents, including baggage. Transportation requests should be issued to Bremerton, the fare being 50 cents over Seattle, which includes transfer of baggage through Seattle and fare from Seattle to Bremerton. Men transferred to Bremerton who arrive at Seattle too late to catch the last boat for the navy yard should report to the Marine Corps recruiting office in Seattle for meals and lodging. Freight shipments from points east of and including Denver, Colo., St. Paul, Minn., and points in the State of Texas should be made to Bremerton and bill of lading so issued. Shipments from points west thereof should be made to Seattle, in care of the Depot Quartermaster, U. S. Army, and bill of lading mailed to that officer, with request for further shipment to destination. Express shipments should be made to Bremerton. Bills of lading issued for through shipments to Bremerton should be mailed to the post quartermaster.

San Diego, Cal., Marine Barracks.—Post-office and telegraph address, same. Railroad and steamship terminals, San Diego, Cal. Baggage and freight shipments delivered by contractor. Bills of lading should be mailed to the post quartermaster.

San Francisco, Cal., Depot of Supplies.—Post-office and telegraph address, 36 Annie Street, San Francisco, Cal. Railroad and steamship terminals, San Francisco, Cal. Delivery of baggage and freight shipments made by contractor. Bills of lading should be mailed to the Depot Quartermaster.

Washington, D. C., Marine Barracks.—Post-office and telegraph address, same. Railroad and steamship terminals, Washington, D. C. Steamship line, Norfolk

& Washington Steamboat Co. Street car fare, 5 cents, 6 tickets for 25 cents. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

Washington, D. C., Marine Barracks, Navy Yard.—Same as Marine Barracks.

Washington, D. C., Headquarters Marine Corps.—All freight and express shipments for the office of the Major General Commandant, Adjutant and Inspector's, Quartermaster's, and Paymaster's Departments will be consigned to the Quartermaster's Department, United States Marine Corps, indicating both on the bills of lading and marking on packages the office or department for which intended, when other than the Quartermaster's Department. Shipments of baggage of officers ordered to Washington, D. C., for duty elsewhere than the Marine Barracks, or Marine Barracks, Navy Yard, will in all cases be consigned to the Quartermaster's Department, indicating both on the bills of lading and marking on packages the name of the officer to whom the baggage belongs. Information as to the disposition desired made of the baggage will be furnished the Quartermaster at time of shipment. In each of the above cases the bills of lading will be mailed to the Quartermaster.

Winthrop, Md., Marine Corps Rifle Range.—Post-office address, Winthrop, Md. Telegraph address, Cherry Hill, Va. Railroad station, Cherry Hill, Va., to which point transportation requests should be issued. Passengers and baggage are handled from Cherry Hill to Winthrop via Government boats. Freight shipments from points north and west of Washington, D. C., should be routed via Washington, thence the Potomac & Chesapeake Steamboat Co. Shipments originating at points on the Baltimore & Ohio Railroad should be routed via that line in connection with the Potomac & Chesapeake Steamboat Co., as through rates are in effect via those lines. Small freight shipments should be made to Cherry Hill, Va., and bill of lading so issued. Shipments from points south thereof should be made to Cherry Hill. Express shipments will be made to Cherry Hill, Va.

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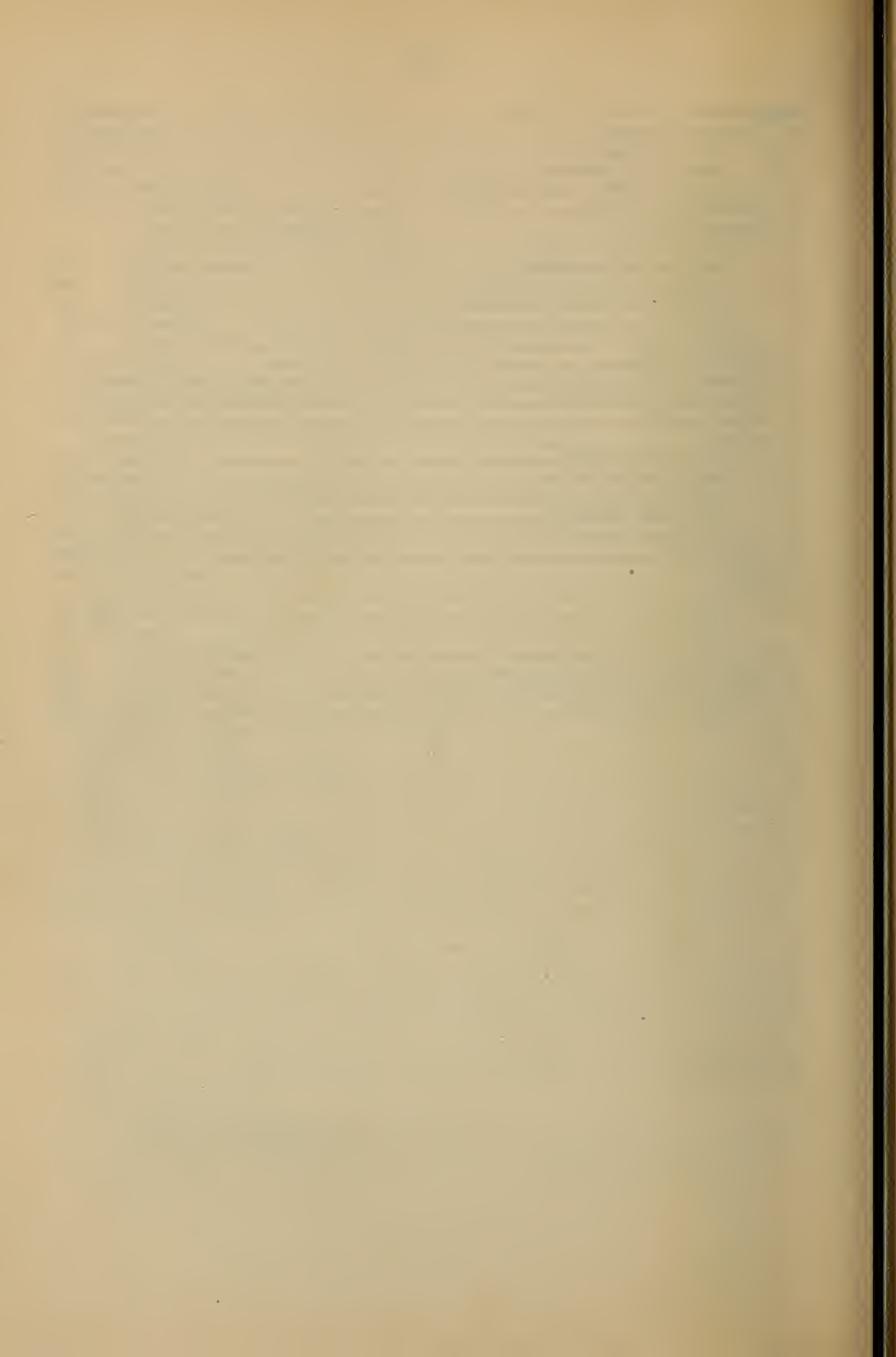
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INSTRUCTIONS GOVERNING TRANSPORTATION OF TROOPS AND SUPPLIES FOR UNITED STATES MARINE CORPS, 1916.

CHANGES }
No. 1. }

HEADQUARTERS U. S. MARINE CORPS,
OFFICE OF THE QUARTERMASTER,
WASHINGTON, October 5, 1917.

1. The following changes and additions in above Instructions are made in the following paragraphs and have been printed on pages specified below which will be inserted in their proper places.

APPROVED:

GEORGE BARNETT,
Major General Commandant.

C. L. McCRAWLEY,
Brigadier General, Quartermaster.

Par. 115: Insert "Quantico, Va." in sixth line after "Puget Sound, Wash."

Par. 119: Change allowance to and from Marine Barracks, Pensacola, Fla., to read: Men and baggage, .45; men only, .20; baggage only, .25.

Par. 138: Temporarily suspended by letter 25742-26650, July 23, 1917, except as provided in paragraph 135.

Par. 273: Change the permanent change of station allowance of baggage of clerks to assistant paymasters from 3000 pounds to 4500 pounds.

The following changes are made in the accompanying pages.

Par. 23: Addition, printed on page 10a.

Par. 24: " " " " 10a.

Par. 25: " " " " 10a.

Par. 26: " " " " 10a.

Par. 37: Modified and reprinted on page 12.

Sec. 5: Heading changed.

Par. 75: Addition, printed on page 17.

Par. 76: " " " " 17.

Par. 77: " " " " 17.

Par. 78: " " " " 17.

Par. 95: Cancelled and reprinted as paragraph 76 in modified form on page 17.

Par. 102: Modified and reprinted on page 22.

Par. 103: " " " " 22.

Par. 162 (3): Changed and reprinted on page 32.

Par. 208: Modified and reprinted on page 40.

Par. 295: Addition, printed on page 56.

Par. 296: " " " " 56.

Par. 297: " " " " 56.

Par. 298: " " " " 56.

Par. 299: " " " " 56.

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CHANGES IN INSTRUCTIONS GOVERNING TRANSPORTATION OF TROOPS AND SUPPLIES, U. S. MARINE CORPS, 1916.

CHANGES {
No. 2. }

HEADQUARTERS U. S. MARINE CORPS,
WASHINGTON, August 16, 1919.

1. The following changes in Instructions Governing Transportation of Troops and Supplies for U. S. Marine Corps, 1916, shall be made immediately upon receipt of this order:

Par. 273. Add "pay clerk" after second lieutenant in table, and eliminate "and clerk to assistant paymaster". Reprinted on page 53.

Par. 277. Change word "inclusive" in sixth line to "exclusive". Reprinted on page 54.

Par. 279. Modified and reprinted on pages 54 and 54½.

Par. 288. Change maximum money allowances for packing and crating as follows:

Major general	\$136.50
Brigadier general	109.20
Field officer	93.60
Captain	78.00
First lieutenant	66.30
Second lieutenant and pay clerk	58.50
Gunner, and quartermaster clerk	39.00
Sergeant major, quartermaster sergeant, first and gunnery sergeant	39.00
Sergeant	19.50
Civilian employee of the classified service transferred for the good of the service	39.00

APPROVED:

GEORGE BARNETT,

Major General Commandant.

W. B. LEMLY,
Acting.

11m-98-DQMPa-9-24-19

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT NO. 1000

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CHANGES IN INSTRUCTIONS GOVERNING TRANSPORTATION OF TROOPS AND SUPPLIES, U. S. MARINE CORPS, 1916.

CHANGES }
No. 3. }

HEADQUARTERS U. S. MARINE CORPS,
Washington, December 18, 1919.

1. The following changes in Instructions Governing Transportation of Troops and Supplies for U. S. Marine Corps, 1916, will be made immediately upon receipt of this order:

- Par. 15. Modified and reprinted on page 9.
- Par. 19. Modified and reprinted on page 10.
- Par. 26. Modified and reprinted on page 11.
- Par. 37. Modified and reprinted on page 14.
- Par. 45. Rescinded (pen change).
- Par. 61. Modified and reprinted on page 17.
- Par. 62. Modified and reprinted on page 17.
- Par. 63. Modified and reprinted on page 17.
- Par. 64. Modified and reprinted on page 17.
- Par. 71. Modified and reprinted on page 19.
- Par. 84. Modified and reprinted on page 21.
- Par. 85. Rescinded.
- Par. 86. Rescinded.
- Par. 87. Rescinded.
- Par. 88. Modified and reprinted on page 21.
- Par. 91. Modified and reprinted on page 23.
- Par. 94. Modified and reprinted on page 23.
- Par. 99. Modified and reprinted on page 23.
- Par. 102. Modified and reprinted on page 24.
- Par. 103. Modified and reprinted on page 24.
- Par. 105. Added and printed on page 24.
- Par. 115. Modified and reprinted on page 25.
- Par. 119. Modified and reprinted on pages 26 and 27.
- Par. 135. Modified and reprinted on page 29.
- Par. 136. Modified and reprinted on page 29.
- Par. 137. Modified and reprinted on page 30.
- Par. 138. Modified and reprinted on page 30.
- Par. 139. Rescinded.
- Par. 140. Rescinded.
- Par. 141. Modified and reprinted on page 30.
- Par. 152. In fourth line before the word "berths" insert "stateroom."
- Par. 176. In fourth line change the word "coal" to "fuel."
- Par. 214. Added and printed on page 43.
- Par. 222. In third line after the words "fiscal year" insert "unless advised to the contrary."
- Par. 232. In first line after the word "copy" insert "receipted by carrier."
- Par. 249. Modified and reprinted on page 48.
- Par. 249½. Added and reprinted on page 48.

Par. 263. Modified and reprinted on page 51.

Par. 277. Add in parenthesis " See paragraph 286."

Par. 300. Added and printed on page 57.

Par. 301. Modified and reprinted on page 59.

Appendix modified and reprinted on pages 63 to 68, inclusive.

Paragraphs 1, 2, 3, 5, 9, and 16 Transportation Memorandum No. 1, and 1 and 3 of Transportation Memorandum No. 2, are canceled.

C. L. McCawley,

Brigadier General, the Quartermaster.

Approved by order of the Major General Commandant:

CHAS. G. LONG,

Brigadier General, U. S. Marine Corps.

CHANGES IN INSTRUCTIONS GOVERNING TRANSPORTATION OF TROOPS AND SUPPLIES, U. S. MARINE CORPS.

CHANGES }
No. 4 }

HEADQUARTERS U. S. MARINE CORPS,
WASHINGTON, D. C., May 29, 1920.

The following new section is added to the Instructions Governing Transportation of Troops and Supplies for U. S. Marine Corps:

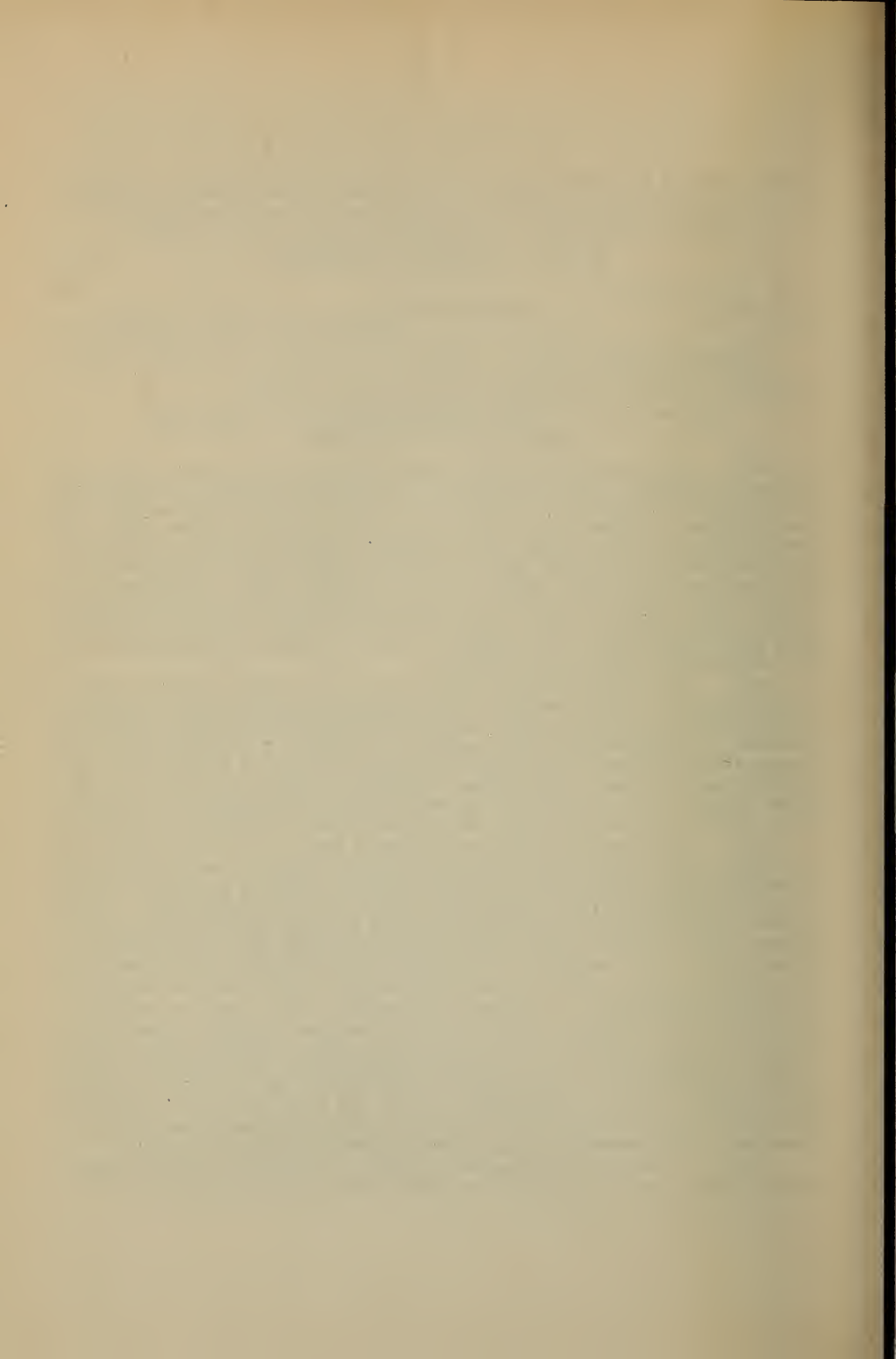
Section 11 1-2.—TRANSPORTATION FOR WIVES AND DEPENDENT CHILDREN.

164. Transportation in kind (under the provisions of an Act to increase the efficiency of the commissioned and enlisted personnel of the Army, Navy, Marine Corps, etc., approved May 18, 1920), will be furnished the wife and dependent children of an officer or non-commissioned officer above the grade of sergeant, when under orders effecting a permanent change of station, upon written request of the officer or non-commissioned officer concerned. A non-commissioned officer's request will be granted after verification from service record book as to wife and children and approval by his commanding officer. The written request must be in duplicate and accompanied in every case where practicable by the original orders; true copies (in duplicate) with all endorsements must be furnished.

165. The request must give the names of the persons in full for whom transportation is desired, stating what transportation, if any, has been previously furnished under the orders and in the case of children state their ages and sex. The application must contain a certificate to the effect that the transportation desired is for wife, dependent children, or both, as the case may be, and that the transportation is requested solely that the wife or children, or both, may join the officer or non-commissioned officer at his new station. Transportation will not be allowed unless such certificate is furnished.

166. If the transportation is furnished from a point other than the old station at a cost in excess of that from old station to new station, the amount in excess (both railroad fare and Pullman) must be paid by the officer or non-commissioned officer concerned at the time the transportation is furnished. Transportation will not be furnished to intermediate points en route to new station with the view of the party stopping off, thus necessitating another transportation request to resume the journey, unless a sum representing the amount in excess of the cost of transportation *direct* to the new station or point of embarkation on a transport is deposited *at the time the transportation is furnished*. In every case the excess amount collected should be remitted to the Disbursing Assistant Quartermaster, Headquarters, Marine Corps, Washington, D. C., and proper notation placed on the Weekly Transportation Report. For officers regularly attached to ships of the Navy, the term "station" shall be interpreted to mean the home port of the vessel to which the officer is attached under his orders; and a duly authorized change in home port of such vessel shall be deemed a permanent change of station.

167. (a). Wives and dependent children of officers, and non-commissioned officers above the grade of sergeant, when their transportation is au-



CHANGES IN INSTRUCTIONS GOVERNING TRANSPORTATION OF
TROOPS AND SUPPLIES, U. S. MARINE CORPS, 1916.

CHANGES }
No. 5. }

HEADQUARTERS U. S. MARINE CORPS,
Washington, November 21, 1920.

1. The following changes in Instructions Governing Transportation of Troops and Supplies for U. S. Marine Corps, 1916, will be made immediately upon receipt of this order.

PAGE INSERTS.

- Par. 91. Modified and reprinted on pages 23 and 24.
- Par. 92. Modified and reprinted on page 24.
- Par. 94. Modified and reprinted on pages 24 and 24a.
Pages 24a and 24b new pages added.
- Par. 97. Modified and reprinted on page 24a.
- Par. 98. Canceled.
- Par. 99. Modified and reprinted on page 24a.
- Par. 102. Modified and reprinted on page 24a.
- Par. 104. Modified and reprinted on pages 24a and 24b.
- Par. 105. Canceled.

C. L. McCawley,
Brigadier General, the Quartermaster.

Approved:

JOHN A. LEJEUNE,
Major General Commandant.

THE UNIVERSITY OF CHICAGO
CHICAGO, ILL.

TO THE PRESIDENT OF THE UNIVERSITY OF CHICAGO
FROM THE FACULTY OF THE UNIVERSITY OF CHICAGO
RESOLUTION OF THE FACULTY OF THE UNIVERSITY OF CHICAGO
PASSED AT A MEETING OF THE FACULTY HELD AT CHICAGO, ILL.,
ON THE 15TH DAY OF MAY, 1906.

Resolved, That the Faculty of the University of Chicago
do hereby express its appreciation of the services
of the President of the University of Chicago,
and of the Faculty of the University of Chicago,
in the discharge of their respective duties,
and do hereby express its appreciation of the services
of the President of the University of Chicago,
and of the Faculty of the University of Chicago,
in the discharge of their respective duties,
and do hereby express its appreciation of the services
of the President of the University of Chicago,
and of the Faculty of the University of Chicago,
in the discharge of their respective duties.

WITNESSED AND PASSED AT A MEETING OF THE FACULTY
HELD AT CHICAGO, ILL., ON THE 15TH DAY OF MAY, 1906.

THE PRESIDENT OF THE UNIVERSITY OF CHICAGO
THE FACULTY OF THE UNIVERSITY OF CHICAGO

CHANGES IN INSTRUCTIONS GOVERNING TRANSPORTATION OF TROOPS AND SUPPLIES, U. S. MARINE CORPS, 1916.

CHANGES }
No. 6. }

HEADQUARTERS, U. S. MARINE CORPS,
Washington, April 21, 1921.

1. The following changes in Instructions Governing Transportation of Troops and Supplies for U. S. Marine Corps, 1916, will be made immediately upon receipt of this order.

PAGE INSERTS.

- Par. 91. Modified and reprinted on page 23.
- Par. 92. Reprinted on page 23.
- Par. 93. Reprinted on page 23.
- Par. 94. Modified and reprinted of page 23.
- Par. 95. Canceled.
- Par. 96. Reprinted on page 23.
- Par. 97. Modified and reprinted on page 23.
- Par. 98. Printed on page 23.
- Par. 99. Modified and reprinted on pages 23 and 24.
- Par. 100. Reprinted on page 24.
- Par. 101. Reprinted on page 24.
- Par. 102. Canceled.
- Par. 103. Reprinted on page 24.
- Par. 104. Reprinted on page 24.
- Par. 105. Canceled.

C. L. McCawley,
Brigadier General, the Quartermaster.

Approved:

JOHN A. LEJEUNE,
Major General Commandant.

CHANGES IN INSTRUCTIONS GOVERNING TRANSPORTATION OF TROOPS AND SUPPLIES, U. S. MARINE CORPS, 1916.

CHANGES }
No. 7. }

HEADQUARTERS U. S. MARINE CORPS,

Washington, 1 April, 1922.

1. The following changes in Instructions Governing Transportation of Troops and Supplies for U. S. Marine Corps, 1916, will be made immediately upon receipt of this order:

CANCELLATIONS.

Transportation memorandums Nos. 1, 2, 3, 4, 5, 6, and 7 are canceled.

PAGE INSERTS.

- Par. 11 modified and reprinted on page 9.
- Par. 19 (a) and 19 (b) modified and printed as par. 19 on page 10.
- Par. 27 (a) added and printed on page 11.
- Par. 27 (b) added and printed on page 11.
- Par. 28 (a) added and printed on page 12.
- Par. 28 (b) added and printed on page 12.
- Par. 28 (c) added and printed on page 12.
- Par. 34 modified and reprinted on page 13.
- Par. 37 modified and reprinted on page 14.
- Par. 45 rescinded.
- Par. 46 modified and reprinted on page 15.
- Par. 50 modified and reprinted on pages 15 and 16.
- Par. 51 modified and reprinted on page 16.
- Par. 53 modified and reprinted on page 16a.
- Par. 64 reprinted as par. 64 (a) on page 17.
- Par. 64 (b) added and printed on page 17.
- Par. 82 modified and reprinted on page 21.
- Par. 89 added and printed on page 21.
- Par. 131 modified and reprinted on page 29.
- Par. 132 modified and reprinted on page 29.
- Par. 136 modified and reprinted on page 29.
- Par. 151 modified and reprinted on page 31.
- Par. 152 modified and reprinted on page 31.
- Par. 167 (b) modified and reprinted on page 34b.
- Par. 170. (d) added and printed on page 34c.
- Par. 170 (e) added and printed on page 34c.
- Par. 213 reprinted as par. 213 (a) on page 43.
- Par. 213 (b) added and printed on page 43.
- Par. 214 reprinted as par. 214 (a) on page 43.
- Par. 214 (b) added and printed on page 43.
- Par. 273 modified and reprinted on page 53.

Par. 275 modified and reprinted as par. 275 (a) on page 54.

Par. 275 (b) added and printed on page 54.

Par. 279 (a) modified and reprinted on page 55.

Par. 279 (b) modified and reprinted on page 55.

Par. 279 (c) modified and reprinted on page 55.

Par. 279 (f) added and printed on page 56.

Par. 284 reprinted as par. 284 (a) on page 57.

Par. 284 (b) added and printed on page 57.

Par. 285 modified and reprinted on page 57.

Par. 288 modified and reprinted on pages 57 and 58.

C. L. McCawley,

Brigadier General, The Quartermaster.

Approved:

JOHN A. LEJEUNE,

Major General Commandant.

**CHANGES IN INSTRUCTIONS GOVERNING TRANSPORTATION OF TROOPS
AND SUPPLIES, U. S. MARINE CORPS, 1916.**

CHANGES }
No. 8. {

HEADQUARTERS, U. S. MARINE CORPS,
Washington, June 1, 1922.

1. The following changes in Instructions Governing Transportation of Troops and Supplies, U. S. Marine Corps, 1916, will be made immediately upon receipt of this order.

PAGE INSERTS.

Section 8, revised and reprinted on pages 25 to 27, inclusive.

PEN CHANGES.

Table of Contents, page 3. Under "Section 8, Transfers, 111-120," change 120 to 121.

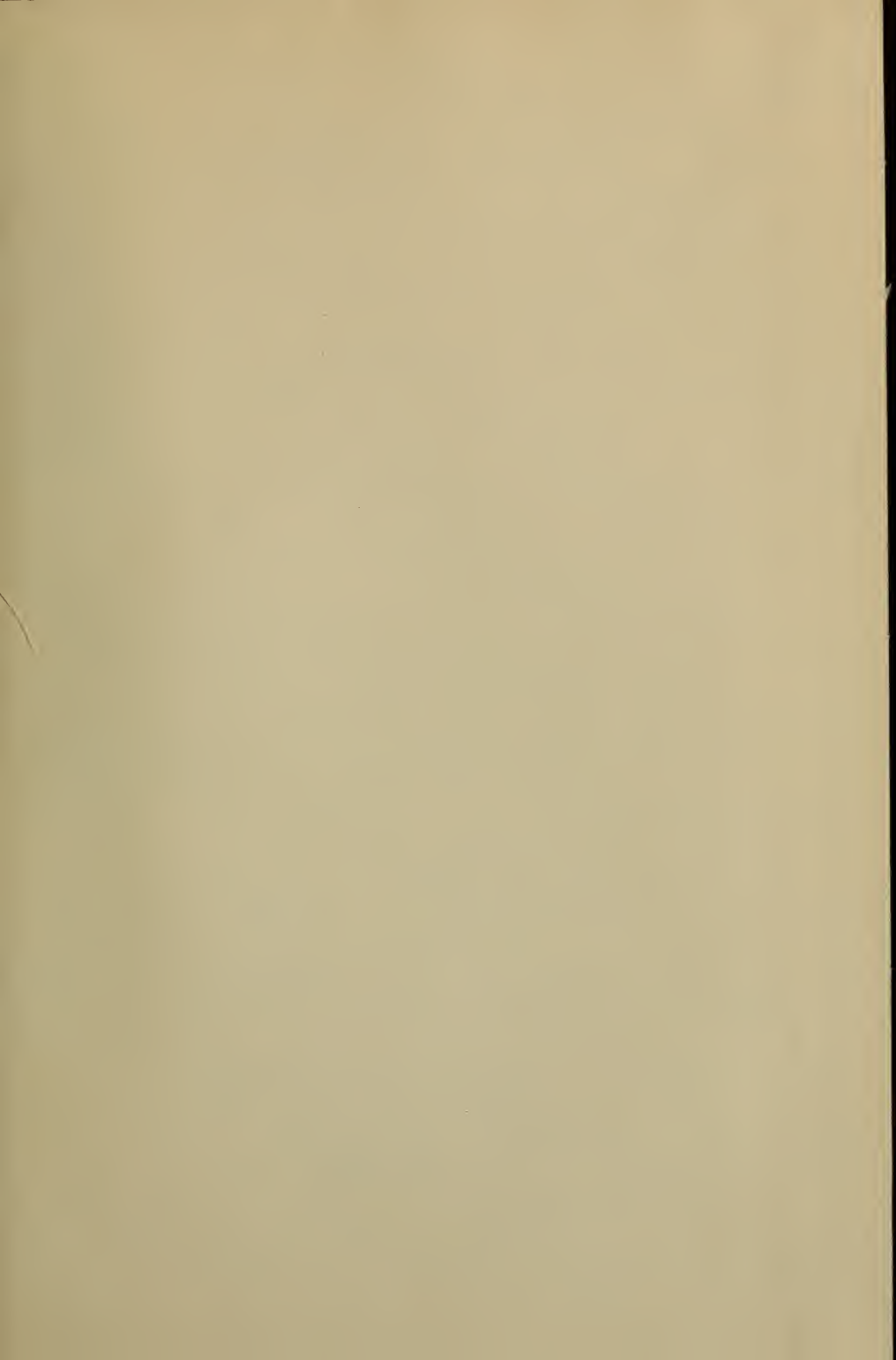
JOHN A. LEJEUNE,
Major General Commandant.

Approved:

T. ROOSEVELT,
Acting Secretary of the Navy.

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WASHINGTON : GOVERNMENT PRINTING OFFICE : 1923



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